



August 24-25, 2004

# AcqDemo CCAS Process and Software Training



- Preparing for Panel Meetings
  - Get the data right first!
    - Why?
    - How?
  - Completing employee appraisals
    - Guidelines for effective contribution statements
    - Using the on-line employee appraisal module
    - Setting preliminary scores
  - What to take to the meeting

- Conducting a Panel Meeting
  - Difference between sub-panels and pay pool panel
  - When are they held and who attends
  - “Normalizing” or “leveling” scores
  - On-line and off-line tools available to support the meetings
  - Use of the “**Appraisal Status and Lock**” module to control the process
  - Preparation for compensation setting
  - Setting Base Pay increases and awards

- After the Pay Pool Panel Meeting
  - What records should be kept
  - What should be given to employees and when
  - Other cycle close-out activities

# Preparing for Panel Meetings

- Why is it so important to get the data right first?
  - In the GS system, each employee's pay is independent of every other employees' pay – data errors only impact the affected employee
  - However, CCAS allocates a fixed amount of money based on employee data as of 30 September each year
    - If one employee's data is wrong, every employee's share of the pot is wrong
    - The later in the cycle you correct errors, the more impact the change has on your pay pool

**Remember, CAS2Net must reflect exactly what your pay pool looked like on 30 Sept 2004!**

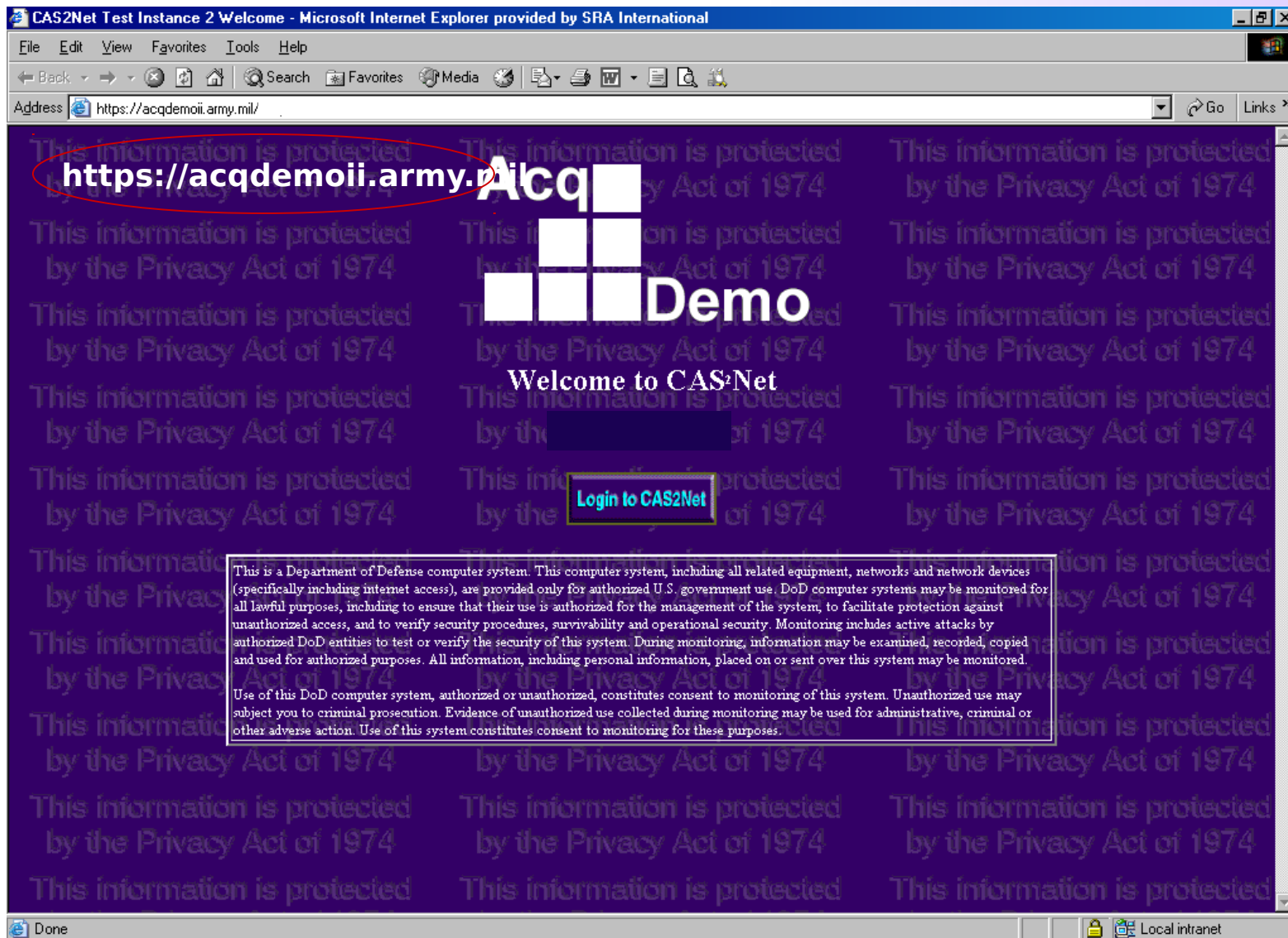
# Preparing for Panel Meetings

- How do I get the data right?
  - Logging into CAS2Net
  - Using employee and supervisor rosters
  - Data Quality Assurance (DQA) reports
  - Adding and deleting employees
  - Correcting data
  - Assigning supervisors to employees

**Next  
Slides**



# Logging in to CAS2Net



CAS2Net Test Instance 2 Welcome - Microsoft Internet Explorer provided by SRA International

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**Acq Demo**

Welcome to CAS2Net


[Login to CAS2Net](#)

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# Logging in to CAS2Net

**Enter Network Password** [?] [X]

 Please type your user name and password.

Site: acqdemoii.army.mil

Realm: acqtest2

User Name: **leightond5630**

Password: **leightond5630**

☐ Save this password in your password list

OK Cancel



# Logging in to CAS2Net

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## Password Maintenance

Your current login session is:  
Name: **Freeman, Francis**  
User ID: **A1FREEMANF9153**

A new password must meet the following criteria:

- Be at least 8 characters long
- Contain at least one uppercase letter and one number
- Cannot begin with a number
- Cannot contain one of the following special characters: @/
- Be different from your username
- Be different by at least 3 characters from current password

Enter current password:

Enter new password:

Re-enter new password:

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**CAS<sup>2</sup>Net Reports**

**Reports List**

<a href="#">Appraisal Form Part II By Employee</a>
<a href="#">Appraisal Form Part II By Supervisor</a>
<a href="#">Download Employee Data</a>
<a href="#">Employee Roster</a>
<a href="#">Post-Cycle Activity Report</a>
<a href="#">Supervisor Roster by Employee</a>
<a href="#">Supervisor Roster by Supervisor</a>
<a href="#">Zone A/CIP Report</a>

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# Rosters

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Get better feedback and faster approvals

Acq Demo

Employee Roster

Pay Pool: **AMC/LH**

ID	Last Name	First Name	MI	Suffix	SSN	Office Symbol	Presumptive Status	Retained Pay	Career Path	Broadband Level	Occ Series	Base Pay	Locality Code	CCP O	Previous OCS	Start Date
1991	Aders	Paul			112-00-2256		None	N	NH	3	0343	\$70,357	41	9L	n/a	25-JAN-02
1992	Aiens	Roman			112-00-2276		None	N	NH	3	1101	\$70,923	41	9L	n/a	25-JAN-02
1993	Anjelic	Harry			112-00-2296		None	N	NH	3	0801	\$57,000	41	9L	n/a	25-JAN-02
1990	Any	Sam			112-00-2236		None	N	NK	2	0318	\$35,667	41	9L	n/a	25-JAN-02
43	Amdt	Aaron			034-29-0138	AMC/LHXTA	Time	Y	NK	2	0322	\$50,000		9L	55	01-SEP-04
1994	Arlerston	Larry			112-00-2316		None	N	NH	3	0343	\$53,877	41	9L	n/a	25-JAN-02
19	Artis	Amy			298-10-3720	AMC/LHACA	None	N	NH	2	0318	\$27,810	41	9L	25	01-FEB-99
1995	Audrea	Ike			112-00-2336		None	N	NH	4	0343	\$86,540	41	9L	n/a	25-JAN-02
15	Babbitt	Chris			824-67-0912	AMC/LHXSA	None	N	NH	3	0803	\$63,716	99	9L	75	25-OCT-00
1996	Bennie	Wards			112-00-2356		None	N	NH	3	0018	\$64,805	41	9L	n/a	25-JAN-02
1997	Bettie	Oppenheimer			112-00-2376		None	N	NH	3	0343	\$61,321	41	9L	n/a	25-JAN-02
1998	Betty	Crossen			112-00-2396		None	N	NK	2	0326	\$26,492	41	9L	n/a	25-JAN-02
1999	Bradd	Hallman			112-00-2416		None	N	NH	4	0801	\$113,674	41	9L	n/a	25-JAN-02
2000	Britt	Sutt			112-00-2436		None	N	NH	3	0301	\$62,340	41	9L	n/a	25-JAN-02
1843	Burns	Barry			923-76-6289	AMC/LHACA	None	N	NH	2	1515	\$56,282	41	9L	63	12-AUG-01
44	Butler	Bryce			156-77-0219	AMC/LHXTA	None	N	NH	3	0025	\$70,962	41	9L	76	01-FEB-99
2002	Cai	Bark			112-00-2476		None	N	NH	4	0801	\$85,994	41	9L	n/a	25-JAN-02
2001	Calantha	Graften			112-00-2456		None	N	NH	2	0018	\$51,867	41	9L	n/a	25-JAN-02
2003	Camdens	Elizabeth			112-00-2496		None	N	NK	2	0344	\$29,435	41	9L	n/a	25-JAN-02
2004	Carlt	Baumstick			112-00-2516		None	N	NK	2	0303	\$31,742	41	9L	n/a	25-JAN-02
2005	Carol	Harsh			112-00-2536		None	N	NK	2	0318	\$35,135	41	9L	n/a	25-JAN-02
2006	Cass	Higgs			112-00-2556		None	N	NH	3	0801	\$79,624	41	9L	n/a	25-JAN-02
45	Cavazos	Carmen			453-21-7986	AMC/LHXTB	None	N	NH	2	0346	\$50,441	41	9L	59	01-FEB-99
21	Celon	Connie			275-82-4913	AMC/LHACA	Time	N	NH	3	0334	\$71,992	41	9L	77	01-AUG-03
2007	Clayman	Conk			112-00-2576		None	N	NK	2	0303	\$23,672	41	9L	n/a	25-JAN-02
2008	Columbian	Lambertian			112-00-2596		None	N	NH	3	0801	\$70,735	41	9L	n/a	25-JAN-02
4	Curtiss	Dan			321-47-9047	AMC/LHA	None	N	NH	4	0830	\$91,711	41	9L		01-FEB-99
46	Dancy	Dyanne			241-35-0943	AMC/LHXTB	None	N	NK	1	0322	\$25,106	41	9L	28	01-FEB-99
2009	Dellman	Edward			112-00-2616		None	N	NH	3	0801	\$81,778	41	9L	n/a	25-JAN-02
2010	Dellaha	Apple			112-00-2636		None	N	NH	3	0801	\$78,698	41	9L	n/a	25-JAN-02
2011	Dione	Hoffmans			112-00-2656		None	N	NH	3	0301	\$79,274	41	9L	n/a	25-JAN-02

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# Rosters

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## Supervisor Roster by Employee

Employee Name	Supervisor, Level 1	Sub-panel Supervisor	Paypool Manager
Paul Aders	Eileen Daniels	Larry Koenig	Bob Arnold
Roman Alens	Eileen Daniels	Larry Koenig	Bob Arnold
Harry Anjelic	Eileen Daniels	Larry Koenig	Bob Arnold
Sam Any	George Fites	Nancy Michelson	Bob Arnold
Aaron Arndt	George Fites	Nancy Michelson	Bob Arnold
Larry Arterson	Eileen Daniels	Larry Koenig	Bob Arnold
Amy Artis	Peter Olson	Helen Gonzalez	Bob Arnold
Ike Audrea	Eileen Daniels	Larry Koenig	Bob Arnold
Chris Babbitt	Larry Koenig	Francis Evans	Bob Arnold
Wards Bennie	Eileen Daniels	Larry Koenig	Bob Arnold
Oppenheimer Bettie	Eileen Daniels	Larry Koenig	Bob Arnold
Crossen Betty	Eileen Daniels	Larry Koenig	Bob Arnold
Hallman Bradd	Eileen Daniels	Larry Koenig	Bob Arnold
Sutt Britt	Vincent Udell	John Iverson	Bob Arnold
Barry Burns	Peter Olson	Helen Gonzalez	Bob Arnold
Bryce Butler	George Fites	Nancy Michelson	Bob Arnold
Bark Cal	Vincent Udell	John Iverson	Bob Arnold
Graffen Calantha	Vincent Udell	John Iverson	Bob Arnold
Elizabeth Cardone	Vincent Udell	John Iverson	Bob Arnold

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# Rosters

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## Supervisor Roster

Paypool Manager	Sub-panel Supervisor	First Level Supervisor	Employee Name
Bob Arnold, AMC/LH	John Iverson	Tammy Stewart	Henry Harris, AMC/LHADA Ivan Irinski, AMC/LHADA Jane Jerris, AMC/LHADA
		Vincent Udell	Sutt Britt, Bark Cal, Graffen Calantha, Elizabeth Camdens, Harsh Carol, Higgs Cass, Conk Clayman, Lambertian Columbian, Apple Delilaha, Hoffhants Dione, Zadovsky Dixie, Bridger Earnestine, Enderly Elliott, Rockwell Elsie, Warrick Emersons, Kuster Evie, Rahl Felicia, Fryer Fran, Keith Kames, AMC/LHADA

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# DQA Reports

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## Contribution-based Compensation and Appraisal System Software

### CAS2Net

### Paypool Notices List

Paypool	File Name	File Description	Date Posted	Last Download
AMC/LH	<a href="#">CCASv5.2.xls</a>	CCAS Application for Overall Pay Pool Use	06-JAN-2004 04:53:48 PM	18-JUN-2004 09:27:00 AM
AMC/LH	<a href="#">Sub-Panel Meeting v5.2.xls</a>	Sub-Panel Scoring Application	06-JAN-2004 04:45:46 PM	
AMC/LH	<a href="#">discrepancy report.xls</a>	discrepancy_reportAMC_LH_nov2003	04-AUG-2003 03:09:54 PM	

To save a linked file to your computer, use a right mouse button click on the link and choose "Save Target As..."

[\[ Paypool Notices Top Menu \]](#)

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# DCPDS vs. CAS2Net Discrepancy Report

Topic #1

## DISCREPANCY REPORT FOR PAYPOOL AMCLH on 15OCT03

### THE FOLLOWING INDIVIDUALS ARE NOT FOUND ON OUR DCPDS EXTRACT

Please verify that they belong in your database

ID	SSAN	Name	Info
31	555-21-3827	SORENSEN SARAH	NK -2 presumptive status=No

### THE FOLLOWING RECORDS HAVE A DISCREPANCY BETWEEN BETWEEN PAYPOOL INPUT AND DCPDS

ID	SSAN	Name	Mismatch
15	824-67-0912	BABBITT CHRIS	Broadband: DCPDS=4 but Paypool File=3 Basepay: DCPDS=80438 but Paypool File=75859
21	275-82-4913	CELON CONNIE	Basepay: DCPDS=79629 but Paypool File=87313
26	480-26-3813	HARRIS HENRY	Locality Area: DCPDS=51 -Orlando but Paypool File=88 -Rest of US

# Internal DQA Report

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# Internal DQA Report

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**Internal DQA Report for Paypool AMC/LH**

[Refresh Report](#)

id	ssan	Name	problem
<a href="#">43</a>	034-29-0138	Aaron Arndt	1. Missing Locality Pay Area
<a href="#">21</a>	275-82-4913	Connie Celon	1. Presumptive status=1 is not consistent with start date of 01 Aug 2003
<a href="#">2007</a>	112-00-2576	Conk Clayman	1. Basepay of \$23,672 is below the minimum for an NK-2 [\$24,075]
<a href="#">2</a>	763-46-9153	Francis Freeman	1. Retain pay status-N is not consistent for an NK-2 with pay of \$41,200
<a href="#">2039</a>	112-00-3216	Loewentsein Kaelea	1. Basepay of \$23,442 is below the minimum for an NK-2 [\$24,075]
<a href="#">2045</a>	112-00-3336	Mayers Lauren	1. Presumptive status=0 is not consistent with start date of 15 Sep 2004
<a href="#">2058</a>	112-00-3596	Errett Milford	1. Basepay of \$23,671 is below the minimum for an NK-2 [\$24,075]
<a href="#">2059</a>	112-00-3616	Kooser Monday	1. Basepay of \$23,778 is below the minimum for an NK-2 [\$24,075]
<a href="#">2064</a>	112-00-3716	Gleper Peregrine	1. Basepay of \$23,779 is below the minimum for an NK-2 [\$24,075]
<a href="#">2072</a>	112-00-3876	Hastings Rosanne	1. Basepay of \$32,469 is below the minimum for an NK-3 [\$33,026]

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# Adding an Employee

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# Adding an Employee

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## Add an Employee Record

Enter values for a new employee record.  
Required fields for non-demo employees are colored yellow and marked with an asterisk (\*).  
All fields except for middle initial, suffix, end date and login name are required for demo employee records.

Part 1 - Complete this section for all Demo and Non-Demo employees

Prefix:

**First Name:**

Middle Initial:

**Last Name:**

Suffix:

**SSN:**

Part 2: Complete this section for all Demo employees

Demo: ☒ Demo

Start Date:  Calendar  
(mm/dd/yyyy)?

End Date:  Calendar  
(mm/dd/yyyy)?

Basic Pay:

Retained Pay Status: ☐ Retained Pay

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If the employee is joining your pay pool from another AcqDemo pay pool, **do not** create a new record. Instead, retrieve the record from the **TRANSFER** pay pool.

More

# Adding an Employee

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**Presumptive Rating Status:**

☐ None

☐ Due to time

☐ Due to circumstance (recertify)

☐ Due to circumstance (expected)

**Last OCS:**

**Post-cycle Activity:**

☐ None

☐ Temporary Promotion

☐ Permanent Promotion

☐ Demotion

[View](#)

**CCPO Code:**

**Locality Code:**

**Service:**

☐ Air Force

☐ Army

☐ Marine Corp

☐ Navy

☐ Office of the Secretary of Defense

**Supervisors:**

Level 1 Supervisor:

Sub-Panel Meeting:

Paypool Manager:

**Career Path:**

☐ N/A-Not Assigned

☐ NH-Business Management and Technical Management Professional

☐ NJ-Technical Management Support

☐ NK-Administrative Support

**Broadband Level:** ☐ Not Assigned

[promoted?](#)

[leaving?](#)

[joining?](#)

**In demo less than 90 days - expected score based on Away from normal duties (detail, training, military, etc.) -- management's call to recertify or use expected score**

**Insert the New Employee Record first. Then the link to supervisor assignments will be enabled.**

**[Assign Supervisors]**

**More**

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# Adding an Employee

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**Broadband Level:** ☐ Not Assigned  
☐ Level 1  
☐ Level 2  
☐ Level 3  
☐ Level 4

**Organization:** **Paypool Code:**   
**Office Symbol:**   
**Series:**

**Part 3: Complete this section for all employees requiring C2S2 user accounts**

**User Account:** ☐ Create CAS2Net user account

**Login Name:**

**Group:** ☐ Employee  
☐ Supervisor I  
☐ Sub-Panel Manager  
☐ Paypool Manager  
☐ Data Maintainer

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# Modifying an Employee's Data and Deleting an Employees

Topic #1

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# Query Form

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**Look for Employee(s)**

In text fields you may use the % symbol as a wildcard. Text fields are not case sensitive.

**Find**

Person ID:

First Name:

Middle Initial:

Last Name:

Social Security Num:

Demo: ☒ All ☐ Demo ☐ Non-Demo

Presumptive Rating Status: ☒ All ☐ None ☐ Due to time ☐ Due to circumstance (recertify) ☐ Due to circumstance (expected)

Servicing CPO:

Service:

Broadband Level: ☒ All

**More**

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# Query Form

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**Broadband Level:**

- ☐ All
- ☐ Not Assigned
- ☐ Level 1
- ☐ Level 2
- ☐ Level 3
- ☐ Level 4

**Organization:**

**Paypool Code:**

All  
All  
(transfer)  
AMC/LH

**LOV** (Leave blank for all)

**Career Path:**

- ☐ All
- ☐ Not Assigned
- ☐ Business Management and Technical Management Professional
- ☐ Technical Management Support
- ☐ Administrative Support

**Series:**

**LOV** (Leave blank for all)

**Login Name:**

**Group:**

- ☐ All
- ☐ Employee
- ☐ Supervisor I
- ☐ Sub-Panel Manager
- ☐ Paypool Manager
- ☐ Superuser
- ☐ Data Maintainer

**Select the TRANSFER pay pool to get a list of employees in transit between AcqDemo organizations.**

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# Quick Pick List

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## Employee Picklists By Career Path

N/A - Not Assigned

NH - Business Management and Technical Management Professional

NJ - Technical Management Support

NK - Administrative Support

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# Employee Detail Screen

Maintain Employee Data : Employee Detail - Microsoft Internet Explorer provided by SRA International

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Address <https://acqdemoii.army.mil/pls/acqtest2/acqtest2.Emp.QueryView> Go Links >>

## Employee Detail

BOTTOM

Part 1 - Complete this section for all Demo and Non-Demo employees

ID: 36

Prefix:

First Name: Sarah

Middle Initial:

Last Name: Sorenson

Suffix:

SSN: 555-21-3827

Part 2: Complete this section for all Demo employees

In Demo: ☒ Demo

Start Date: 02/01/1999

(mm/dd/yyyy) ?

End Date: (mm/dd/yyyy)? 10/15/2004

View Loss

Basic Pay: 72,100

Retained Pay Status: ☐

Presumptive Rating: ☒ None

More

Done Local intranet

# Employee Detail Screen

**Maintain Employee Data : Employee Detail - Microsoft Internet Explorer provided by SRA International**

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Address <https://acqdemoii.army.mil/pls/acqtest2/acqtest2.Emp.QueryView> Go Links

**Employee Detail**

BOTTOM

**Part 1 - Complete this section for all Demo and Non-Demo employees**

ID: 36

Prefix:

First Name: Sarah

Middle Initial:

Last Name: Sorenson

Suffix:

SSN: 555-21-3827

**Part 2: Complete this section for all Demo employees**

In Demo: ☒ Demo

Start Date: 02/01/1999

(mm/dd/yyyy) ?

End Date: (mm/dd/yyyy)? 10/15/2004

Basic Pay: 72,100

Retained Pay Status: ☐

Presumptive Rating: ☒ None

**Loss Reason Selection - Microsoft Internet Explorer provided by S...**

Please indicate which of the following best reflects what the employee will be doing after leaving AcqDemo.

Select the most important one:

(null)

If needed, enter explanation for loss:

**More**

Done Local intranet

# Employee Detail Screen

Maintain Employee Data : Employee Detail - Microsoft Internet Explorer provided by SRA International

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**Presumptive Rating**  
**Status:**  
☐ None  
☐ Due to time  
☐ Due to circumstance (expected)  
☐ Due to circumstance (recertify)

**Last OCS:** 78  
☐ None  
☐ Temporary Promotion  
☐ Permanent Promotion  
☐ Demotion

**Post-Cycle Activity** View  
 What to do if employee is...  
[promoted?](#)  
[leaving?](#)  
[joining?](#)

**CCPO Code:** 9L - AIR FORCE PENTAGON, WASH DC 20330

**Locality Code:** LA Los Angeles 20.05

**Service:**  
☐ Air Force  
☒ Army  
☐ Marine Corp  
☐ Navy  
☐ Office of the Secretary of Defense

**Supervisors:**  
 Level 1 Supervisor: Chris Babbitt  
 Sub-Panel Meeting: Larry Koenig  
 Paypool Manager: Bob Arnold

**Career Path:**  
☐ N/A-Not Assigned  
☒ NH-Business Management and Technical Management  
☐ Professional  
☐ NJ-Technical Management Support  
☐ NK-Administrative Support

**Broadband Level:**  
☐ Not Assigned  
☐ Level 1

Changes to Supervisor must be done using the following link  
[Assign Supervisors](#)

More

Done Local intranet



# Employee Detail Screen

**Maintain Employee Data : Employee Detail - Microsoft Internet Explorer provided by SRA International**

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Address <https://acqdemoii.army.mil/pls/acqtest2/acqtest2.Emp.QueryView> Go Links >>

**Presumptive Rating**  
 Status: ☐ None  
☐ Due to time  
☐ Due to circumstance (expected)  
☐ Due to circumstance (recertify)

Last OCS:   
☐ None  
☒ Temporary Promotion [View](#)  
☐ Permanent Promotion  
☐ Demotion

CCPO Code:

Locality Code:

Service: ☐ Air Force  
☒ Army  
☐ Marine Corp  
☐ Navy  
☐ Office of the Secretary of Defense

Supervisors: Level 1 Supervisor:   
 Sub-Panel Meeting:   
 Paypool Manager:

Career Path: ☐ N/A-Not Assigned  
☒ NH-Business Management and Technical Management  
☐ Professional  
☐ NJ-Technical Management Support  
☐ NK-Administrative Support

Broadband Level: ☐ Not Assigned  
☐ Level 1

**Temporary Promotion - Microsoft Internet Explorer provided by SRA International**

**Temporary Promotion**

BB Level:  Start Date:   New Basic Pay:   
 End Date:    
 Series:  Career Path:   
    
 Changes to Promotion Status are not stored in CAS2Net until you also hit the "Update" button on the employee record.

Changes to Supervisor must be done using the following link  
[Assign Supervisors](#)

**More**

Done Local intranet

# Employee Detail Screen

Maintain Employee Data : Employee Detail - Microsoft Internet Explorer provided by SRA International

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Professional  
☐ NJ-Technical Management Support  
☐ NK-Administrative Support

Broadband Level:  
☐ Not Assigned  
☐ Level 1  
☐ Level 2  
☒ Level 3  
☐ Level 4

Series: LOV 1515 OPERATIONS RESEARCH

Organization: Paypool Code: AMC/LH  
 Office Symbol: AMC/LHXSA LOV

**Do not delete employees who are moving to another AcqDemo pay pool. Instead, just change their pay pool to TRANSFER.**

Part 3: Complete this section for all employees requiring CAS2Net user accounts

User Account: No existing CAS2Net user account.  
 Contact the CAS2Net Help Desk to create an account if needed.  
☐ Create account

Login Name: A1SORENSONS3827

Group: Employee

Update Delete Revert Close TOP

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# Assigning Supervisors

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# Assign Supervisors to an Employee

Topic #1

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**Assign Supervisors to an Employee:**

Please select an Employee to Assign Supervisors

Employee:	(null)-----
Level 1 Supervisor:	(null)-----
Sub-Panel Manager:	(null)-----
Pay Pool Manager:	(null)-----

Assign Reset

[\[ Data Maintenance Menu \]](#)

Please send comments/suggestions about this form to [Karl Boehm](#)

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# Assign Employees to a Supervisor

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**Assign Employees to a Supervisor:**

Please Select a Supervisor to Assign Employees

Supervisor: (null) Sort By: ☒ Name ☐ Org

☒ First Level Supervisor ☐ Sub-Panel Meeting ☐ Paypool Manager

Submit Reset

[\[ Data Maintenance Menu \]](#)

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# Assign Employees to a Supervisor

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**Assign Employees to a Supervisor:**

**Supervisor:** Curtiss, Dan (AMC/LHA) **Sort By:** ☒ Name ☐ Org

☒ First Level Supervisor ☐ Sub-Panel Meeting ☐ Paypool Manager

☐ Check/Uncheck All

<input checked="" type="checkbox"/> Gonzalez, Helen (AMC/LHAC)	<input checked="" type="checkbox"/> Iverson, John (AMC/LHAD)
<input type="checkbox"/> Aders, Paul ()	<input type="checkbox"/> Alens, Roman ()
<input type="checkbox"/> Anjelic, Harry ()	<input type="checkbox"/> Any, Sam ()
<input type="checkbox"/> Arndt, Aaron (AMC/LHXTA)	<input type="checkbox"/> Arterson, Larry ()
<input type="checkbox"/> Artis, Amy (AMC/LHACA)	<input type="checkbox"/> Audrea, Ike ()
<input type="checkbox"/> Babbitt, Chris (AMC/LHXSA)	<input type="checkbox"/> Bennie, Wards ()
<input type="checkbox"/> Bettie, Oppenheimer ()	<input type="checkbox"/> Betty, Crossen ()
<input type="checkbox"/> Bradd, Hallman ()	<input type="checkbox"/> Britt, Sutt ()
<input type="checkbox"/> Burns, Barry (AMC/LHACA)	<input type="checkbox"/> Butler, Bryce (AMC/LHXTA)
<input type="checkbox"/> Cal, Bark ()	<input type="checkbox"/> Calentha, Graffen ()
<input type="checkbox"/> Camdens, Elizabeth ()	<input type="checkbox"/> Carit, Baumstick ()
<input type="checkbox"/> Carol, Harsh ()	<input type="checkbox"/> Cass, Higgs ()
<input type="checkbox"/> Cavasos, Carmen (AMC/LHXTB)	<input type="checkbox"/> Celon, Connie (AMC/LHACA)
<input type="checkbox"/> Clayman, Conk ()	<input type="checkbox"/> Columbian, Lambertian ()

**Current employees**

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# Replace Supervisor Assignments

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**Update Supervisor Assignments**

Manager Level:

- ☒ First Level Supervisor
- ☐ Sub-Panel Meeting
- ☐ Paypool Manager

Original Supervisor: (null)-----

Replacement Supervisor: (null)-----

Update Clear

[Data Maintenance Menu](#)

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## Topic #1 of 3

- Preparing for Panel Meetings
  - Get the data right first!
    - Why?
    - How?
  - ➔ - Completing employee appraisals
    - Guidelines for effective contribution statements
    - Using the on-line employee appraisal module
    - Setting preliminary scores
  - What to take to the meeting

# Completing Employee Appraisals

- Employee input on the 6 factors (Part III) must be done off-line (not part of CAS2Net)
  - Typically, pay pools provide a Word template that employees use to describe their contributions -- templates are available at:  
<http://www.acq.osd.mil/acqdemo/ccas/forms.html>
  - The template is then emailed to the first level supervisor
  - Guidelines for writing effective contribution statements are available at:  
<http://www.acq.osd.mil/acqdemo/training/tutorials.html>

- Each pay pool must decide if they are going to do on-line or off-line employee appraisals (Part IIs)
  - If off-line, templates are available at:  
<http://www.acq.osd.mil/acqdemo/ccas/forms.html>
  - If on-line, all first-level supervisors need CAS2Net user accounts and training
    - Training is available on interactive CD
- Each pay pool must also decide if first-level supervisors are going to recommend just category factor scores (i.e., 3M, 4L) or category and integer factor scores
  - The preferred solution is for first-level supervisors to only recommend category factor scores
  - Sub-panels are better able to determine integer factor scores

# Completing Employee Appraisals

- Determining factor scores is a multi-step process
  - Employees describe their contributions on each factor
  - First level supervisors edit and expand on the descriptions
  - First level supervisors determine the contribution level (1-4) for each factor by comparing the contribution description to the standard AcqDemo descriptors and discriminators, available at:  
<http://www.acq.osd.mil/acqdemo/ccas/factors.html>
  - First level supervisors recommend a category (H, M, L) within the level (and perhaps a specific integer score) for each factor

**The on-line appraisal form looks like this** 



# Completing Employee Appraisals

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## Employee Appraisal

Perform appraisal on:

Preliminary Status	Integer Status	Employee	Presumptive Status
		<a href="#">Edward Delicman</a>	None
		<a href="#">Hatfield Dominic</a>	None
		<a href="#">Tomlinson Dorothea</a>	None
		<a href="#">Iowers Joanne</a>	None
		<a href="#">Toulmin Jody</a>	None
		<a href="#">Blyant Joels</a>	None
		<a href="#">Loewentsein Kaelea</a>	None
		<a href="#">Garry Kalyn</a>	None
		<a href="#">Cady Kat</a>	None
		<a href="#">Auman Kegan</a>	None
		<a href="#">David Marlana</a>	None
		<a href="#">Wint Matty</a>	None
		<a href="#">Bennett Michael</a>	None

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# Completing Employee Appraisals

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## Appraisal of Edward Delicman Year 2004

**Broadband Level:** III    **Occupational Series:** General Engineering    **Career Path:** Business Management And Technical Management Professional (NH)

Problem Solving    Factor Weight: Unrated Unrated

Here is where you type or copy and paste comments on Edward's contributions on the Problem Solving factor. Most organizations use a bullet format something like this:

- Activity: Briefly describe an activity related to Problem Solving
- Impact: Describe what impact the activity had on the organization's mission

It is recommended that the writing be done off-line in Word and then copied and pasted into CAS2Net. That takes advantage of Word's spelling and grammar checker, plus it maintains a back-up copy of the comments. Comments are limited to about 4,000 characters per factor.

Teamwork/Cooperation    Factor Weight: 4M 85

None

# Completing Employee Appraisals



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**Appraisal of Edward Delicman**

Broadband Level: III Occupational Series: General Engineering

Submit Cancel current changes

**Problem Solving**

Here is where you type or copy and paste Problem Solving factor. Most organizations

- Activity: Briefly describe an activity
- Impact: Describe what impact the activity has

It is recommended that the writing be done into CAS2Net. That takes advantage of Word maintains a back-up copy of the comments, per factor.

[Teamwork/Cooperation](#)

**Factor Weight**

None

**Descriptors and Discriminators - Microsoft Internet Explorer provided by SRA International**

Level	Descriptor	Discriminators
I	Performs activities on a task, assists supervisor or other appropriate personnel.	Scope/Impact
	Resolves routine problems within established guidelines.	Complexity/Difficulty
	Independently performs assigned tasks within area of responsibility, refers situations to supervisor or other appropriate personnel when existing guidelines do not apply.	Independence
II	Takes initiative in determining and implementing appropriate procedures.	Creativity
	Plans and conducts functional technical activities for projects/programs.	Scope/Impact
	Identifies, analyzes, and resolves complex/difficult problems.	Complexity/Difficulty
III	Independently identifies and resolves conventional problems which may require deviations from accepted policies or instructions.	Independence
	Adapts existing plans and techniques to accomplish complex project/programs. Recommends improvements to the design of operation of systems, equipment, or processes.	Creativity
IV	Independently defines, directs, or leads highly challenging project/programs. Identifies and resolves	Scope/Impact

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# Completing Employee Appraisals

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## Appraisal of Edward Delicman

### Year 2004

**Broadband Level:** III    **Occupational Series:** General Engineering    **Career Path:** Business Management And Technical Management Professional (NH)

Problem Solving    Factor Weight: 3M

Unrated

67

68

69

70

71

72

73

74

75

76

Here is where you type or copy and paste comments on Edward's contributions on the Problem Solving factor. Most organizations use a bullet format something like this:

- Activity: Briefly describe an activity related to Problem Solving
- Impact: Describe what impact the activity had on the organization's mission

It is recommended that the writing be done off-line in Word and then copied and pasted into CAS2Net. That takes advantage of Word's spelling and grammar checker, plus maintains a back-up copy of the comments. Comments are limited to about 4,000 characters per factor.

Teamwork/Cooperation    Factor Weight: 4M

85

None

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# Completing Employee Appraisals

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**CAS2Net Reports**

Reports List
<a href="#">Appraisal Form Part II By Employee</a>
<a href="#">Appraisal Form Part II By Supervisor</a>

Done Local intranet

# Completing Employee Appraisals Topic #1

**DRAFT comment remains until the Pay Pool Manager has approved all scores for the entire pay pool.**

Adobe Reader - [rwcgi60.pdf]

File Edit View Document Tools Window Help

75%

Create an Adobe PDF from your desktop

## CCAS SALARY APPRAISAL DOCUMENT

NAME: Edward Delicman	ORGANIZATION: AMO/LH	
RATER: Chris Babbitt	OCS: 83	

### PART II Supervisor Assessment

➔ **DRAFT Assessment - not complete until finalized by Pay Pool Panel**

Instruction: Provide comments regarding employee's contribution against each factor during the current year and a score of each factor.

	Categorical Score:	Numeric Score:
<b>Problem Solving</b>	3M	75
Here is where you type or copy and paste comments on Edward's contributions on the Problem Solving factor. Most organizations use a bullet format something like this:		
- Activity: Briefly describe an activity related to Problem Solving		
- Impact: Describe what impact the activity had on the organization's mission		
It is recommended that the writing be done off-line in Word and then copied and pasted into CAS2Net. That takes advantage of Word's spelling and grammar checker, plus it maintains a back-up copy of the comments. Comments are limited to about 4,000 characters per factor.		
<b>Teamwork/Cooperation</b>	4M	85
None		
<b>Customer Relations</b>	4M	85
None		
<b>Leadership/Supervision</b>	4M	85
None		
<b>Communication</b>	4M	85
None		
<b>Resource Management</b>	4M	85
None		

Signature \_\_\_\_\_ Date \_\_\_\_\_

8.5 x 11 in

1 of 1

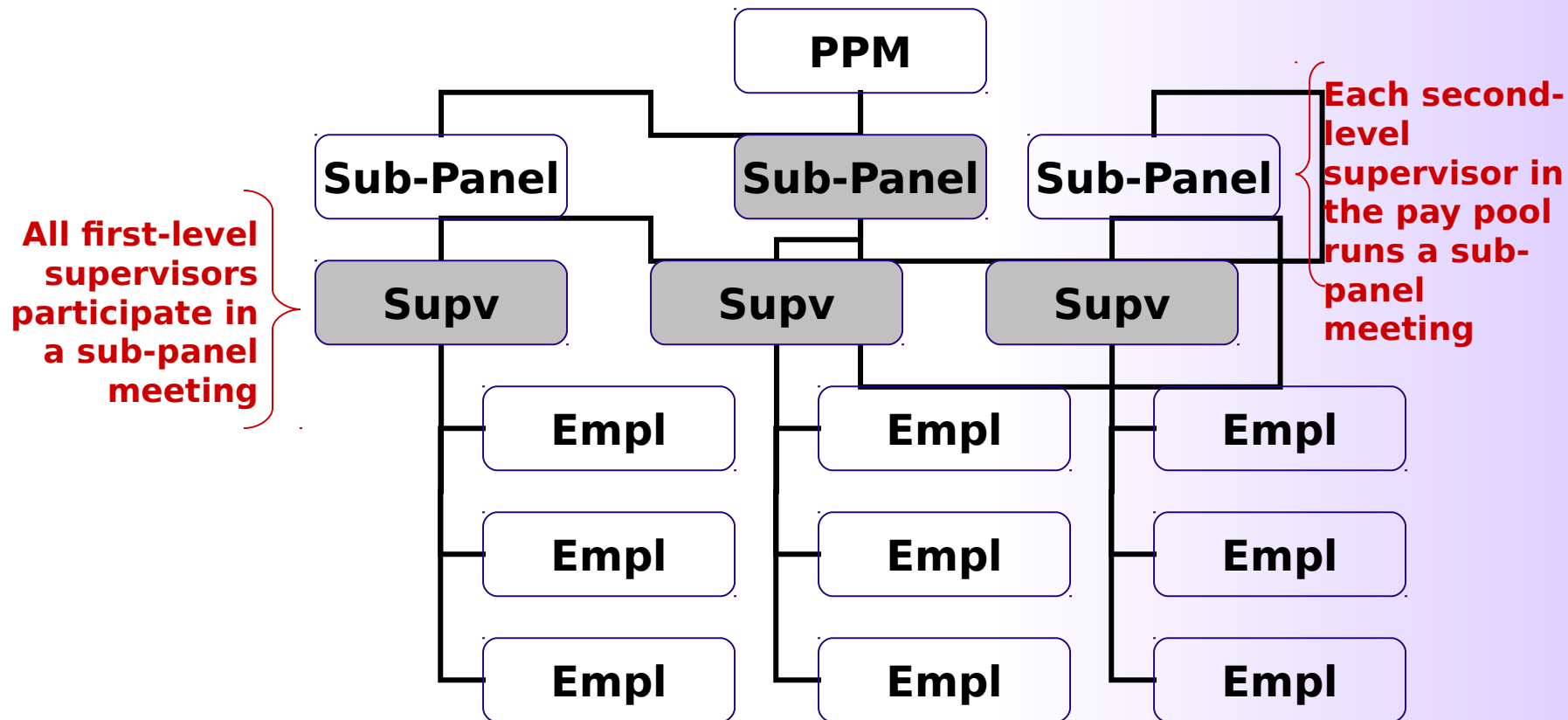


# What to take to the meeting ...

- You are ready for your sub-panel meeting if:
  - The CAS2Net database reflects the status of your pay pool on 30 Sept 2004
  - All employees have completed their Part IIIs
  - All first-level supervisors have completed their Part IIs (on or off line)
- Even if the Part IIs were done on-line, supervisors should take paper copies to the sub-panel meeting
  - Other documentation on employee contributions should also be taken to the meeting (e.g., letters of appreciation, awards, commendations, publications)

- Conducting a Panel Meeting
  - Difference between sub-panels and pay pool panel
  - When are they held and who attends
  - “Normalizing” or “leveling” scores
  - On-line and off-line tools available to support the meetings
  - Use of the “**Appraisal Status and Lock**” module to control the process
  - Preparation for compensation setting
  - Setting Base Pay increases and awards

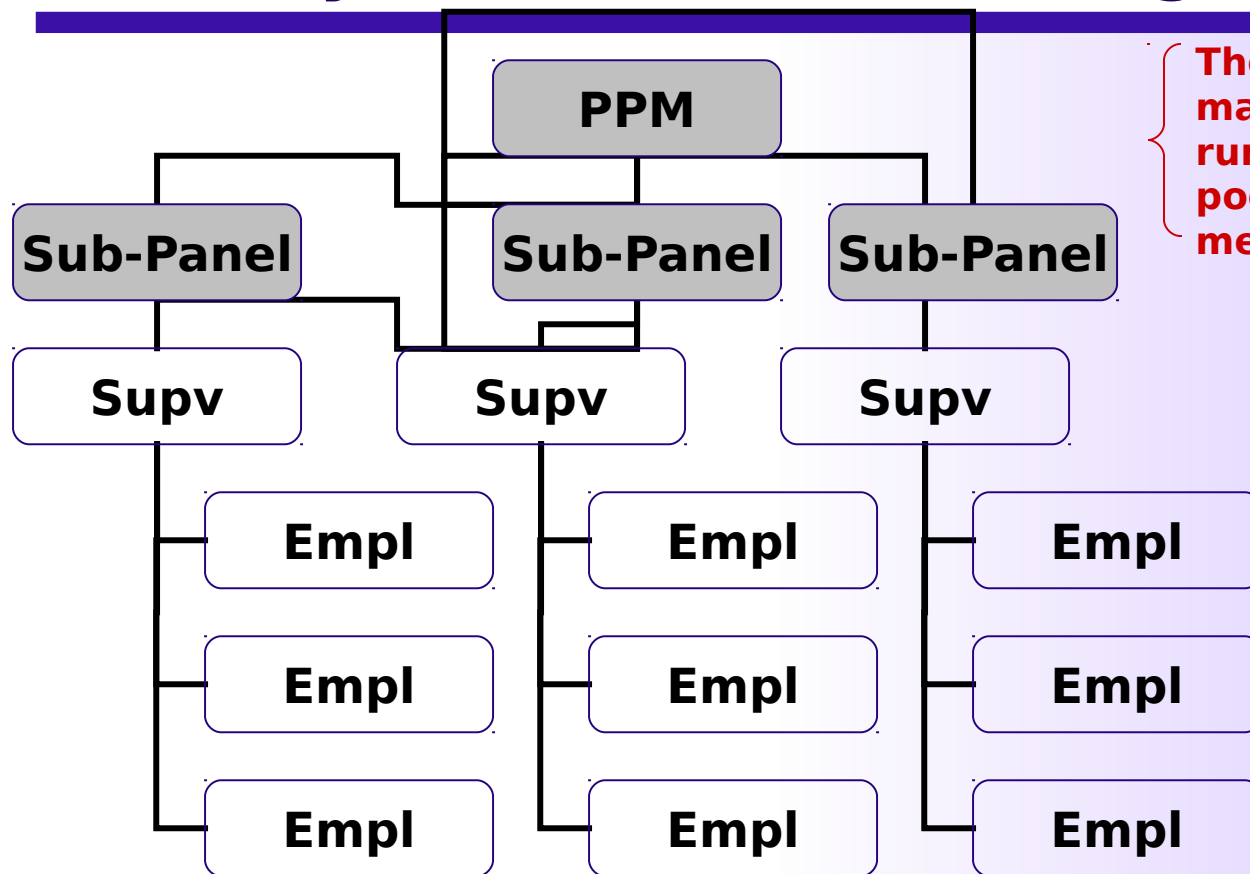
# Sub-Panel Meeting



- The meeting is held as soon as all employees have received category scores on all six factors from their first level supervisor, usually early November
- The purpose of the meeting is to normalize recommended category scores across supervisors and assign integer scores
- ***Pay adjustments are not discussed at a sub-panel meeting!***

# Pay Pool Panel Meeting

All sub-panel managers participate in the pay pool panel meeting



The pay pool manager runs the pay pool panel meeting

- The meeting is held as soon as all sub-panel meeting are over, usually early December
- The purpose of the meeting is to review and normalize scores across sub-panels and assist the PPM with pay adjustments and awards

# Sub-Panel Meeting Process

## NH - Problem Solving

<u><b>2H</b></u>	<u><b>3L</b></u>	<u><b>3M</b></u>	<u><b>3H</b></u>	<u><b>4L</b></u>
Jane Doe Harry Smith John Jones	Sally Brown Bill Davis		Fred Cantu Mary Cox	Ruth Lopez Dan Johnson Jeff Green

- For each career path and each factor
  1. Put each employee in the contribution matrix based on the first-level supervisor's recommendation



# Sub-Panel Meeting Process

## NH - Problem Solving

<u>2H</u>	<u>3L</u>	<u>3M</u>	<u>3H</u>	<u>4L</u>
Jane Doe Harry Smith John Jones	Sally Brown Bill Davis		Fred Cantu Mary Cox	Ruth Lopez Dan Johnson Jeff Green

Diagram illustrating the Sub-Panel Meeting Process for Problem Solving. The process involves moving employees between categories (2H, 3L, 3M, 3H, 4L) based on their first-level supervisor's recommendation. Red arrows indicate the movement of employees:

- John Jones (2H) moves to 3L.
- Mary Cox (3H) moves to 3M.
- Jeff Green (4L) moves to 3H.

- For each career path and each factor
  - Put each employee in the contribution matrix based on the first-level supervisor's recommendation
  - By discussing and comparing contributions, move employees between categories

# Sub-Panel Meeting Process

## NH - Problem Solving

<u><b>2H</b></u>	<u><b>3L</b></u>	<u><b>3M</b></u>	<u><b>3H</b></u>	<u><b>4L</b></u>
Jane Doe Harry Smith	Sally Brown Bill Davis John Jones	Mary Cox	Fred Cantu Jeff Green	Ruth Lopez Dan Johnson

- For each career path and each factor
  - Put each employee in the contribution matrix based on the first-level supervisor's recommendation
  - By discussing and comparing contributions, move employees between categories
  - Rank order employees within each category

# Sub-Panel Meeting Process

## NH - Problem Solving

<u><b>2H</b></u>	<u><b>3L</b></u>	<u><b>3M</b></u>	<u><b>3H</b></u>	<u><b>4L</b></u>
Jane Doe ( <b>65</b> ) Harry Smith ( <b>63</b> )	Bill Davis ( <b>66</b> ) Sally Brown ( <b>64</b> ) John Jones ( <b>62</b> )	Mary Cox ( <b>70</b> )	Jeff Green ( <b>82</b> ) Fred Cantu ( <b>80</b> )	Ruth Lopez ( <b>83</b> ) Dan Johnson ( <b>79</b> )

- For each career path and each factor
  1. Put each employee in the contribution matrix based on the first-level supervisor's recommendation
  2. By discussing and comparing contributions, move employees between categories
  3. Rank order employees within each category
  4. Assign integer scores

**This is called “normalizing” or “leveling” scores**

# 3 Ways to Run a Sub-Panel Meeting

- On-line with CAS2Net Slides 55-64
  - Must have done part IIs on line
  - Sub-panel module facilitates the leveling process
- Off-line, sub-panel spreadsheet support Slides 65-79
  - Download the spreadsheet from CAS2Net
  - Download a data file from CAS2Net
  - Import the data file into the spreadsheet
  - Spreadsheet facilitates the leveling process
- Off-line, no automation support
  - Rack and stack using white boards, post-it notes, or any other manual technique
  - Results must be manually entered into either the sub-panel spreadsheet or the CCAS spreadsheet for upload to CAS2Net

# On-Line Sub-Panel Meeting

CAS2Net - Microsoft Internet Explorer provided by SRA International

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Appraise employee contribution

[Sub-Panel Meeting](#)  
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**Contribution-based Compensation and Appraisal System Software**  
CAS<sup>2</sup>Net

**Sub-Panel Meeting Menu**

**Career Paths:**

- ☒ Business Management and Technical Management Professional (NH)
- ☐ Technical Management Support (NJ)
- ☐ Administrative Support (NK)

**Preliminary (Categorical) Score Module**

**Integer (Final) Score Module**

**Composite Score Module**

**Presumptive Employees List**

**Plot OCS vs Current Salary**

**Offline Sub-Panel Meeting**

Done Local intranet



# On-Line Sub-Panel Meeting

Sub-Panel Meeting: Preliminary Score Module - Microsoft Internet Explorer provided by SRA International

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Address <https://acqdemoii.army.mil/pls/acqtest2/acqtest2.MgrMeeting.ActionPrelimScore> Go Links >>

## Preliminary Score Module

Sub-Panel Meeting for Dan Curtiss - Career Path: Business Management and Technical Management Professional (NH)

Double-click the name to assign the Integer score.

FACTOR:	Level:	Employee Movement:	UNRATED-----
<input type="radio"/> Problem Solving <input type="radio"/> Teamwork/Cooperation <input type="radio"/> Customer Relations <input checked="" type="radio"/> Leadership/Supervision <input type="radio"/> Communication <input type="radio"/> Resource Management	<input type="radio"/> I <input type="radio"/> II <input checked="" type="radio"/> III <input type="radio"/> IV	Up Left UnSelect Right Down Move to Unrated	UNRATED----- Move From Unrated

Factor Description

Save Changes Save & Close

2H (62 - 66)-----	3L (61 - 66)-----	3M (67 - 78)-----	3H (79 - 83)-----	4L (79 - 83)-----
		Stewart, Tammy (3) 70 Udell, Vincent (3) 75		

Done Local intranet

# On-Line Sub-Panel Meeting

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Plot OCS vs Current Salary

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# On-Line Sub-Panel Meeting

CAS2Net : Sub-Panel Meeting : Integer Scores Module - Microsoft Internet Explorer provided by SRA International

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Address <https://acqdemoii.army.mil/pls/acqtest2/acqtest2.MgrMeeting.PreliminaryScore?action=Final&JOBID=1> Go Links »

### Integer Score Module

**Factor**

- Problem Solving
- Teamwork/Cooperation
- Customer Relations
- Leadership/Supervision
- Communication
- Resource Management

Factor Description

**Preliminary Score Category**

☐ Unrated

☐ 1L ☐ 1M ☐ 1H

☐ 2L ☐ 2ML ☐ 2M

☐ 2MH ☐ 2H

☐ 3L ☒ 3M ☐ 3H

☐ 4L ☐ 4M ☐ 4H

☐ Very High

**Category Legend**

None in Category	Scores Unassigned	All Scores in Category Assigned
------------------	-------------------	---------------------------------

Save & Close

### Integer Score Selection

**Employees in category**

Tammy Stewart (NH-3)	
Vincent Udell (NH-3)	75

**Integer Score Values:**

Assign Score Reset Score Edit Comments

Change Preliminary Score Category

Save Current [Status/Changes]

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# On-Line Sub-Panel Meeting

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Integer (Final) Score Module

Composite Score Module

Presumptive Employees List

Plot OCS vs Current Salary

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# On-Line Sub-Panel Meeting

CAS2Net : Sub-Panel Meeting : Composite Scores Module - Microsoft Internet Explorer provided by SRA International

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Address <https://acqdemoii.army.mil/pls/acqtest2/acqtest2.MgrMeeting.PreliminaryScore?action=Composite&JOBID=1> Go Links

## Composite Score Module

Name	Career Path	Level	OCS Score	Expected Score	Final Rail Psn
Quarles Richard	NH	III	88	88	C2
Stewart Tammy	NH	III	71	69	C2
Udell Vincent	NH	III	75	70	B
Yates Zane	NJ	IV	73	82	A

**Green** OCS scores are complete.  
Blank OCS scores indicate one or more factors without an integer score.

Rail Position  
A = Above Upper Rail  
B = Below Lower Rail  
C1 = Between the Upper Rail and the SPL  
C2 = Between the Lower Rail and the SPL

Close Window

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# On-Line Sub-Panel Meeting

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**Sub-Panel Meeting Menu**

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Composite Score Module

Presumptive Employees List

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# On-Line Sub-Panel Meeting

Sub-Panel Meeting: Presumptive Employees List - Microsoft Internet Explorer provided by SRA International

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Address <https://acqdemoii.army.mil/pls/acqtest2/acqtest2.MgrMeeting.PreliminaryScore?action=Presumptive&JOBID=1> Go Links >>

## Presumptive Employees List

The following employees are presumptive and will not be included in the Preliminary or Final Score modules.

ID	Social Security #	Employee Name	Presumptive Type
11	256-69-2953	Richard Quarles (NH-3)	Due to circumstance (expected)

Close Window

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# On-Line Sub-Panel Meeting

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## Contribution-based Compensation and Appraisal System Software

### CAS<sup>2</sup>Net

#### Sub-Panel Meeting Menu

**Career Paths:**

- ☒ Business Management and Technical Management Professional (NH)
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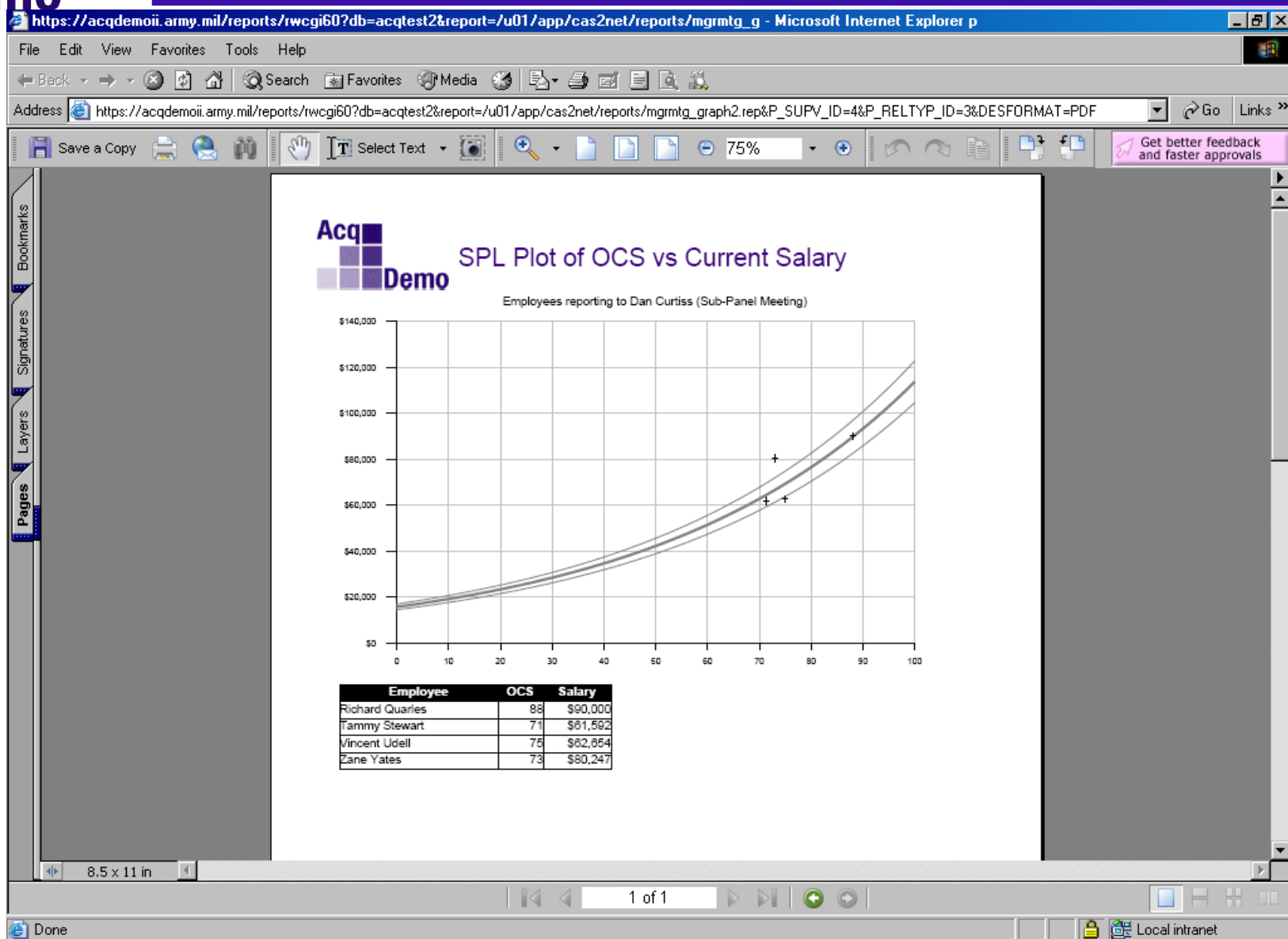
Composite Score Module

Presumptive Employees List

Plot OCS vs Current Salary

Offline Sub-Panel Meeting

# On-Line Sub-Panel Meeting



# Off-Line Sub-Panel Meeting

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Composite Score Module

Presumptive Employees List

Plot OCS vs Current Salary

Offline Sub-Panel Meeting

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**Offline Interface**

Download Employee Data  
Last completed download (Eastern Time): 28-JUL-2004 03:35:27 PM

Upload Employee Data  
Last completed upload (Eastern Time): 27-JUL-2004 09:00:05 AM

Close Window

Done Local intranet



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## Contribution-based Compensation and Appraisal System Software

### CAS<sup>2</sup>Net

#### Offline Interface - Download Employee Data

NOTE: Files are dynamically generated and the server may take several minutes before download starts.  
Please be patient and do not repeatedly request a download file which will cause the server to further slow down.  
To save a linked file to your computer, use a right mouse button click on the link and choose "Save Target As..."

Sub-Panel Meeting choices without hot links for the files have been locked.  
Contact your data maintainer if you need to unlock a meeting

Paypool	File Name	File Description
AMCLH	ppAMCLH to Sub-Panel Dan Curtiss.csv	Sub-Panel Manager Dan Curtiss

Close Window

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# Off-Line Sub-Panel Meeting

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Important information for your paypool

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## Contribution-based Compensation and Appraisal System Software

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### Paypool Notices List

Paypool	File Name	File Description	Date Posted	Last Download
AMC/LH	<a href="#">CCASv5.2.xls</a>	CCAS Application for Overall Pay Pool Use	06-JAN-2004 04:53:48 PM	18-JUN-2004 09:27:00 AM
AMC/LH	<a href="#">Sub-Panel Meeting v5.2.xls</a>	Sub-Panel Scoring Application	06-JAN-2004 04:45:46 PM	
AMC/LH	<a href="#">discrepancy report.xls</a>	discrepancy_reportAMC_LH_nov2003	04-AUG-2003 03:09:54 PM	

To save a linked file to your computer, use a right mouse button click on the link and choose "Save Target As..."

[ [Paypool Notices Top Menu](#) ]

**Note: Only Data Maintainers can download the sub-panel spreadsheet**

Done Local intranet

# Off-Line Sub-Panel Meeting

Microsoft Excel - Sub-Panel Meeting\_v5.8.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

MS Sans Serif 10

Import Export

A7

## Sub-Panel Meeting Spreadsheet

Cycle: 2004

*The purpose of this spreadsheet is to assign preliminary and final contribution scores to employees.*

**Data/Spreadsheet Download** -- Download the offline managers meeting data file from CAS2Net and save it to your hard drive, then click on Import to load the file into this spreadsheet.

**Appraisal Score Entry** -- Once the file has been loaded, click *View* to go directly to the Data tab to enter preliminary and final scores. To assign scores using an interface that is similar to the on-line Managers Meeting, click the *Group into Categories* link. This form filters employees by Career Path, Factor, and Score Level. For each score level (1 through 4) selected there will be between four and seven list boxes representing the available preliminary scores for that level plus boxes representing the upper and lower limits of the preceding and next levels, respectively. Employees without a preliminary score will show up in the *Unrated* listbox. Employees can be moved around in listboxes (left, right, up and down) and to/from the *Unrated* listbox using the buttons on the form. To assign a final score, double-click the employee's name.

**Data Maintenance** -- All additions, deletions, and modifications must be done in CAS2Net. All columns except for data entry and "wild-card" are locked. To preserve your work, export the data from this spreadsheet and upload to CAS2Net before changing any information in the database.

**Data Upload** -- Use Export to create a file for uploading the results from your pay pool to CAS2Net.

**Paypool Data**

[Import](#) [View](#) [Export](#)

Last Import:  
Last Export:

**Scores**

[Group into Categories](#)

**Summary Reports**

[Rails Report](#)

[Career Path Factor Matrices ranked by Final Score](#)

[Summary Statistics of Delta OCS](#)

[Distribution of Delta OCS](#)

**Scatter-plots of OCS Score by Salary**

[Current Pay & 2004 SPL](#) [Inferred](#)

Contents Data NH NJ NK Matrix Rails Delta Stats Delta Plot Cur OCS Inf OCS Table

Ready

# Off-Line Sub-Panel Meeting

Microsoft Excel - Sub-Panel Meeting\_v5.8.xls

FileEditViewInsertFormatToolsDataWindowHelp

Type a question for help

<

# Off-Line Sub-Panel Meeting

Microsoft Excel - Sub-Panel Meeting\_v5.8.xls

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Ready

# Off-Line Sub-Panel Meeting

Career Path  
☒ NH   ☐ NJ   ☐ NK

Factor  
☒ Problem Solving  
☐ Teamwork  
☐ Customer Relations  
☐ Leadership  
☐ Communications  
☐ Resource Management

Level  
☐ 1  
☐ 2  
☐ 3  
☒ 4

Employee Movement  

Up

Left   Down   Right

Move to Unrated

Move from Unrated

Unrated  
Sorenson Sarah (3)

Apply

Close

3H (79 - 83)

4L (79 - 83)

4M (84 - 95)

4H (96 - 100)

Very High (115)

	Seamour Wylie (3)   82	Joanne Jowers (4)   95 Jody Toulmin (4)   95 Rolf Patterson (3)   95 Yeakley Yolanda (3)   95 Audrea Ike (4)   90 Tessie Courtney (4)   87 Delicman Edward (3)   85 Joels Blyant (4)   85 Kegan Auman (4)   85	Bradd Hallman (4)   100	
--	------------------------	--	-------------------------	--

Assign Integer Score

Name: Kegan Auman (4)  
Category: Problem Solving  
Pre-Score: 4M  
Final Score:

Apply   Cancel



# Off-Line Sub-Panel Meeting

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B6

Return to Main Menu  
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Factor Matrix  
All NH NJ NK

Each list gives the name and integer score on the factor. Use the buttons to rank order the lists by integer score.

Rank Order Lowest to Highest  
Rank Order Highest to Lowest  
Rank Order Lowest to Highest by Broadband  
Rank Order Highest to Lowest by Broadband

All Career Paths

2004 OCS			
NH	Bradd	Hallman	4 100
NH	Yeakley	Yolanda	3 95
NH	Jody	Toulmin	4 95
NH	Joanne	Jowers	4 93
NH	Audrea	Ike	4 91
NH	Rolf	Patterson	3 88
NH	Delicman	Edward	3 85
NH	Joels	Blyant	4 85
NH	Kegan	Auman	4 85
NH	Seamour	Wylie	3 82
NH	Aders	Paul	3 81
NH	Vinson	Violet	3 75
NH	Tarman	Timothy	3 75
NH	Alens	Roman	3 75
NH	Bennie	Wards	3 75
NH	Matty	Wint	3 75
NH	Morgana	Durstine	3 75
NH	Trinity	Elsasman	3 75
NH	Zakman	Biery	3 75

NH Career Path

Final Scores															
prb solving				team wk				cust ritns				leadership			
Sorenson Sarah	3	Bradd	Hallman	4	98	Bradd	Hallman	4	100	Bradd	Hallman	4	100		
Bradd Hallman	4	100	Yeakley Yolanda	3	95	Yeakley Yolanda	3	95	Yeakley Yolanda	3	95	Yeakley Yolanda	3	95	
Yeakley Yolanda	3	95	Joanne Jowers	4	95	Jody Toulmin	4	95	Audrea Ike	4	95	Audrea Ike	4	95	
Joanne Jowers	4	95	Rolf Patterson	3	95	Audrea Ike	4	90	Joanne Jowers	4	90	Joanne Jowers	4	90	
Rolf Patterson	3	95	Jody Toulmin	4	95	Joanne Jowers	4	90	Jody Toulmin	4	90	Jody Toulmin	4	90	
Jody Toulmin	4	95	Audrea Ike	4	90	Tessie Courtney	4	88	Tessie Courtney	4	88	Tessie Courtney	4	88	
Audrea Ike	4	90	Tessie Courtney	4	88	Delicman Edward	3	85	Aders Paul	3	85	Aders Paul	3	85	
Tessie Courtney	4	87	Delicman Edward	3	85	Joels Blyant	4	85	Delicman Edward	3	85	Delicman Edward	3	85	
Delicman Edward	3	85	Joels Blyant	4	85	Kegan Auman	4	85	Joels Blyant	4	85	Joels Blyant	4	85	
Joels Blyant	4	85	Kegan Auman	4	85	Rolf Patterson	3	84	Kegan Auman	4	85	Kegan Auman	4	85	
Kegan Auman	4	85	Seamour Wylie	3	82	Seamour Wylie	3	82	Rolf Patterson	3	84	Rolf Patterson	3	84	
Seamour Wylie	3	82	Sorenson Sarah	3	78	Sorenson Sarah	3	78	Seamour Wylie	3	82	Seamour Wylie	3	82	
Aders Paul	3	78	Aders Paul	3	78	Aders Paul	3	78	Vinson Violet	3	75	Vinson Violet	3	75	
Vinson Violet	3	75	Vinson Violet	3	75	Vinson Violet	3	75	Tarman Timothy	3	75	Tarman Timothy	3	75	
Tarman Timothy	3	75	Tarman Timothy	3	75	Tarman Timothy	3	75	Sorenson Sarah	3	78	Sorenson Sarah	3	78	
Alens Roman	3	75	Alens Roman	3	75	Alens Roman	3	75	Alens Roman	3	75	Alens Roman	3	75	
Bennie Wards	3	75	Bennie Wards	3	75	Bennie Wards	3	75	Bennie Wards	3	75	Bennie Wards	3	75	
Matty Wint	3	75	Matty Wint	3	75	Matty Wint	3	75	Matty Wint	3	75	Matty Wint	3	75	
Morgana Durstine	3	75	Morgana Durstine	3	75	Morgana Durstine	3	75	Morgana Durstine	3	75	Morgana Durstine	3	75	
Trinity Elsasman	3	75	Trinity Elsasman	3	75	Trinity Elsasman	3	75	Trinity Elsasman	3	75	Trinity Elsasman	3	75	

Contents Data NH NJ NK Matrix Rails Delta Stats Delta Plot Cur OCS Inf OCS Table

Ready

# Off-Line Sub-Panel Meeting

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## Rails Report

### Inferred

Rail Zone	NH		NJ		NK		Total	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent
A	2	5.9%	1	100.0%	3	21.4%	6	12.2%
C1	9	26.5%	0	0.0%	2	14.3%	11	22.4%
C2	12	35.3%	0	0.0%	3	21.4%	15	30.6%
B	11	32.4%	0	0.0%	6	42.9%	17	34.7%
<b>Total</b>	<b>34</b>	<b>100.0%</b>	<b>1</b>	<b>100.0%</b>	<b>14</b>	<b>100.0%</b>	<b>49</b>	<b>100.0%</b>

### Final

Rail Zone	NH		NJ		NK		Total	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent
A	2	6.1%	1	100.0%	0	0.0%	3	6.3%
C1	9	27.3%	0	0.0%	5	35.7%	14	29.2%
C2	8	24.2%	0	0.0%	3	21.4%	11	22.9%
B	14	42.4%	0	0.0%	6	42.9%	20	41.7%
<b>Total</b>	<b>33</b>	<b>100.0%</b>	<b>1</b>	<b>100.0%</b>	<b>14</b>	<b>100.0%</b>	<b>48</b>	<b>100.0%</b>

### Upper and Lower Rails

	GS-1 Step 1	SPL base	CCS	Upper Rail	Lower Rail	SPL
2004	\$15,625	1.0200428	min	1.00	\$17,213	\$14,663
			max	115.00	\$165,333	\$140,839
2005	\$16,047	1.0200428	min	1.00	\$17,678	\$15,059
						\$16,369

### Definition of Rail Zone

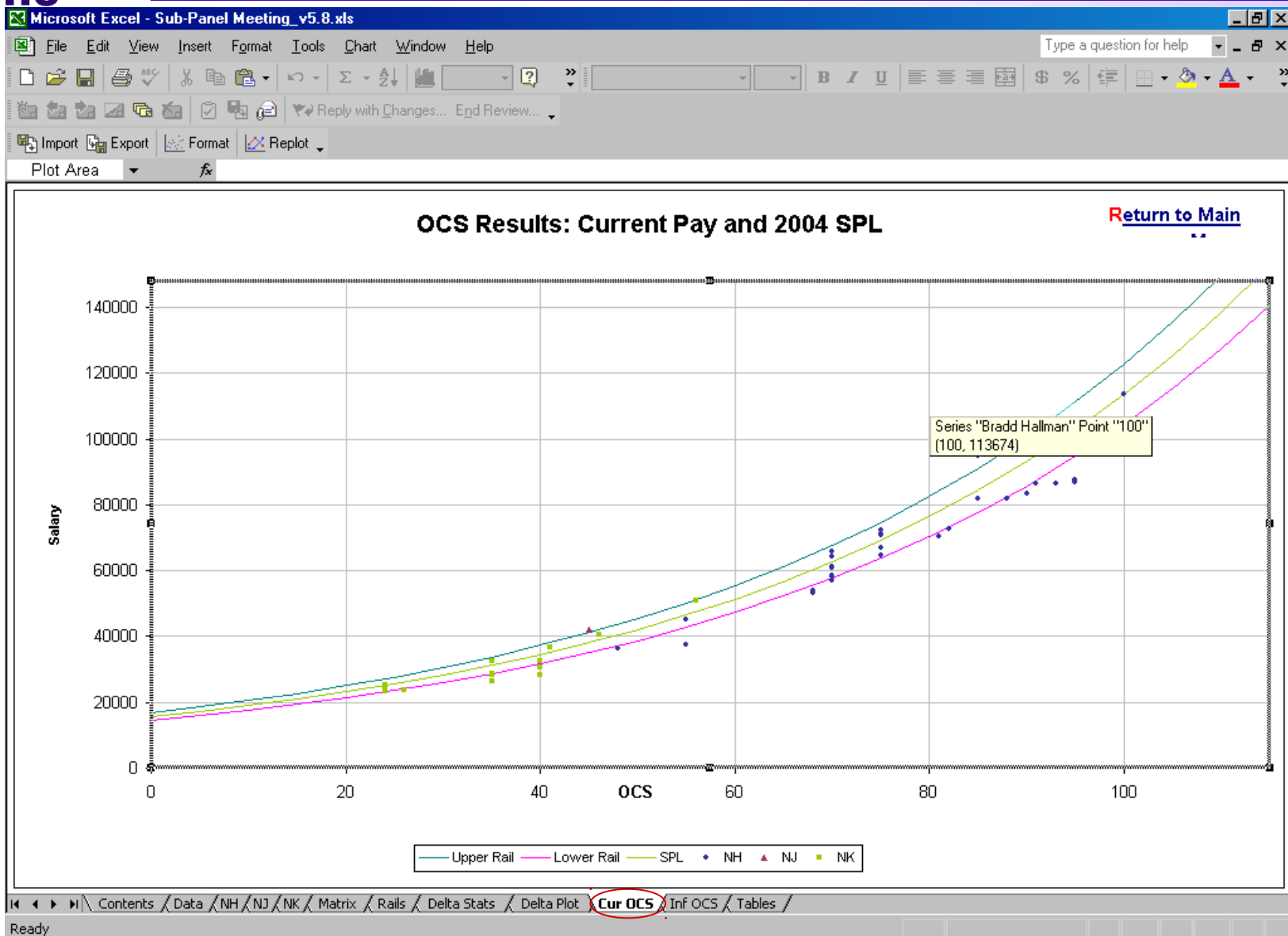
Inappropriately compensated above the rails  
 Appropriately compensated between the rails > SPL  
 Appropriately compensated between the rails <= SPL  
 Inappropriately compensated below the rails

Inappropriately compensated above the rails  
 Appropriately compensated between the rails > SPL  
 Appropriately compensated between the rails <= SPL  
 Inappropriately compensated below the rails

Contents Data NH NJ NK Matrix **Rails** Delta Stats Delta Plot Cur OCS Inf OCS Table

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# Off-Line Sub-Panel Meeting



# Off-Line Sub-Panel Meeting

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## Sub-Panel Meeting Spreadsheet

Cycle: 2004

*The purpose of this spreadsheet is to assign preliminary and final contribution scores to employees.*

**Data/Spreadsheet Download** -- Download the offline managers meeting data file from CAS2Net and save it to your hard drive, then click on Import to load the file into this spreadsheet.

**Appraisal Score Entry** -- Once the file has been loaded, click *View* to go directly to the Data tab to enter preliminary and final scores. To assign scores using an interface that is similar to the on-line Managers Meeting, click the *Group into Categories* link. This form filters employees by Career Path, Factor, and Score Level. For each score level (1 through 4) selected there will be between four and seven list boxes representing the available preliminary scores for that level plus boxes representing the upper and lower limits of the preceding and next levels, respectively. Employees without a preliminary score will show up in the *Unrated* listbox. Employees can be moved around in listboxes (left, right, up and down) and to/from the *Unrated* listbox using the buttons on the form. To assign a final score, double-click the employee's name.

**Data Maintenance** -- All additions, deletions, and modifications must be done in CAS2Net. All columns except for data entry and "wild-card" are locked. To preserve your work, export the data from this spreadsheet and upload to CAS2Net before changing any information in the database.

**Data Upload** -- Use Export to create a file for uploading the results from your pay pool to CAS2Net.

**Paypool Data**

[Import](#) [View](#) [Export](#)

Last Import:  
Last Export:

**Scores**

[Group into Categories](#)

**Summary Reports**

[Rails Report](#)

[Career Path Factor Matrices ranked by Final Score](#)

[Summary Statistics of Delta OCS](#)

[Distribution of Delta OCS](#)

**Scatter-plots of OCS Score by Salary**

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Ready

# Off-Line Sub-Panel Meeting

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**Contribution-based Compensation and Appraisal System Software**  
**CAS<sup>2</sup>Net**

**Offline Interface**

Download Employee Data  
Last completed download (Eastern Time): 28-JUL-2004 03:35:27 PM

Upload Employee Data  
Last completed upload (Eastern Time): 27-JUL-2004 09:00:05 AM

Close Window

Done Local intranet

# Off-Line Sub-Panel Meeting

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**Contribution-based Compensation and Appraisal System Software**  
**CAS<sup>2</sup>Net**

**Offline Interface - Upload Employee Data**

Specify upload file:

[\[ Return to Offline Interface Main Menu \]](#)

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# Off-Line Sub-Panel Meeting

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**Contribution-based Compensation and Appraisal System Software**  
**CAS<sup>2</sup>Net**

**Offline Interface - Upload Employee Data**

**Data Values Uploaded**

Employee SSN	Employee Name	Status
427-18-5232	Tammy Stewart	Successfully Loaded
619-89-5317	Vincent Udell	Successfully Loaded
391-41-4612	Zane Yates	Successfully Loaded

3 of your 138 employees were uploaded. (0 encountered an error)

Your paypool has incomplete data, therefore Final Certification is disabled

Close Window

Done Local intranet

- Conducting a Panel Meeting
  - Difference between sub-panels and pay pool panel
  - When are they held and who attends
  - “Normalizing” or “leveling” scores
  - On-line and off-line tools available to support the meetings
  - - Use of the “**Appraisal Status and Lock**” module to control the process
  - Preparation for compensation setting
  - Setting Base Pay increases and awards

# Appraisal Status and Lock

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Exit CAS2Net

## Appraisal Status and Lock

Grouped by Paypool Manager

Supervisor Name	Total Employees	Emp. with Complete Scr.	Average Delta OCS	Standard Deviation
Bob Arnold	138	137	2.2	7.05

There are employees with incomplete appraisals.

Unlock Entire Paypool

Grouped by Subpanel Manager

Supervisor Name	Total Employees	Emp. with Complete Scr.	Average Delta OCS	Standard Deviation	Subpanel Lock
(not specified)	4	4	1.8	8.10	Lock
Bob Arnold	3	3	-2.0	7.00	Lock
Dan Curtiss	4	3	-2.3	5.86	Lock
Francis Evans	3	3	-1.7	0.58	Lock
Helen Gonzalez	21	21	5.9	7.94	Unlock
John Iverson	28	28	1.2	10.62	Lock
Larry Koenig	49	49	2.3	4.23	Lock
Nancy Michelson	26	26	1.7	5.47	Lock

Done Local intranet

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More

# Appraisal Status and Lock

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View and lock employee appraisals

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**Appraisal Status and Lock**

Employees with Dan Curtiss as Subpanel Manager

Supervisor Name	Office Symbol	Employee Name	Previous OCS	Current OCS	Expected OCS	Problem Solving	Teamwork/ Cooperation	Customer Relations	Leadership/ Supervision	Communication
Helen Gonzalez	AMC/LHACB	Richard Quarles	73	88 (Comp.)	88	No factor scores. Employee is presumptive due to circumstance (exp				
John Iverson	AMC/LHADA	Tammy Stewart	77	71 (Comp.)	69	78	70	70	70	70
John Iverson	AMC/LHADB	Vincent Udell	74	N/A	70	Unrated	75	75	75	75
John Iverson	AMC/LHADC	Zane Yates	82	73 (Comp.)	82	73	73	73	73	73

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Done Local intranet



# Appraisal Status and Lock

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## Appraisal Status and Lock

Grouped by Paypool Manager

Supervisor Name	Total Employees	Emp. with Complete Scr.	Average Delta OCS	Standard Deviation
Bob Arnold	138	137	2.2	7.05

There are employees with incomplete appraisals.

Unlock Entire Paypool

## Appraisal Status and Lock

Grouped by Subpanel Manager

Supervisor Name	Total Employees	Emp. with Complete Scr.	Average Delta OCS	Standard Deviation	Subpanel Lock
(not specified)	4	4	1.8	8.10	Lock
Bob Arnold	3	3	-2.0	7.00	Lock
Dan Curtiss	4	3	-2.3	5.86	Lock
Francis Evans	3	3	1.7	0.58	Lock
Helen Gonzalez	21	21	5.9	7.94	Unlock
John Iverson	28	28	1.2	10.62	Lock
Larry Koenig	49	49	2.3	4.23	Lock
Nancy Michelson	26	26	1.7	5.47	Lock

Done Local intranet

# Appraisal Status and Lock

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Acq Demo

[Employee Appraisal](#)  
Appraise employee contribution

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**Appraisal of Amy Artis**  
**Year 2004**

**Broadband Level:** II **Occupational Series:** Secretary **Career Path:** Business Management And Technical Management Professional (NH)

Problem Solving **Factor Weight:** **Preliminary: 2M Integer: 47**

When the sub-panel is locked, first level supervisors can still edit factor comments, but they cannot change Preliminary or Integer scores. This ensures that scores are not being changed while the sub-panel meeting is underway.

Teamwork/Cooperation **Factor Weight:** **Preliminary: 2M Integer: 47**

None

Done Local intranet



# Appraisal Status and Lock

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Employee Name	Age	Grade	Delta	OCS	Standard Deviation	Lock
<a href="#">John Iverson</a>	28	1.2	10.62		Lock	
<a href="#">Larry Koenig</a>	49	2.3	4.23		Lock	
<a href="#">Nancy Michelson</a>	26	1.7	5.47		Lock	

[More](#)

**Grouped by First Level Supervisor**

Supervisor Name	Total Employees	Emp. with Complete Scr.	Average Delta OCS	Standard Deviation
<a href="#">Bob Arnold</a>	4	4	1.8	8.10
<a href="#">Chris Babbitt</a>	21	21	1.4	4.95
<a href="#">Dan Curtiss</a>	2	2	-5.5	4.95
<a href="#">Eileen Daniels</a>	28	28	2.9	3.56
<a href="#">Francis Evans</a>	1	1	5.0	N/A
<a href="#">George Fites</a>	7	7	2.0	3.16
<a href="#">Helen Gonzalez</a>	15	15	6.2	8.55
<a href="#">Ike Hansen</a>	19	19	1.6	6.18
<a href="#">John Iverson</a>	3	2	-3.5	7.78
<a href="#">Larry Koenig</a>	1	1	-1.0	N/A
<a href="#">Nancy Michelson</a>	2	2	-2.0	0.00
<a href="#">Peter Olson</a>	3	3	7.7	9.29
<a href="#">Richard Quarles</a>	4	4	2.0	2.94
<a href="#">Tammy Stewart</a>	3	3	0.3	5.13
<a href="#">Vincent Udell</a>	22	22	3.4	10.19
<a href="#">Zane Yates</a>	3	3	-14.0	2.65

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Exit CAS2Net

**Appraisal Status and Lock**

Employees with John Iverson as First Level Supervisor

Office Symbol	Employee Name	Previous OCS	Current OCS	Expected OCS	Problem Solving	Teamwork/ Cooperation	Customer Relations	Leadership/ Supervision	Communication	Resource Management
MC/LHADA	Tammy Stewart	77	71 (Comp.)	69	78	70	70	70	70	70
MC/LHADB	Vincent Udell	74	N/A	70	Unrated	75	75	75	75	75
MC/LHADC	Zane Yates	82	73 (Comp.)	82	73	73	73	73	73	73

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# Appraisal Status and Lock

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**Appraisal Status and Lock**

View and lock employee appraisals Reports

**Appraisal Status and Lock**

Grouped by Paypool Manager

Supervisor Name	Total Employees	Emp. with Complete Scr.	Average Delta OCS	Standard Deviation
Bob Arnold	138	138	2.2	7.03

Unlock Entire Paypool

Grouped by Subpanel Manager

Supervisor Name	Total Employees	Emp. with Complete Scr.	Average Delta OCS	Standard Deviation	Subpanel Lock
(not specified)	4	4	1.8	8.10	Unlock
Bob Arnold	3	3	-2.0	7.00	Unlock
Dan Curtiss	4	4	-0.8	5.74	Unlock
Francis Evans	3	3	-1.7	0.58	Unlock
Helen Gonzalez	21	21	5.9	7.94	Unlock
John Iverson	28	28	1.2	10.62	Unlock
Larry Koenig	49	49	2.3	4.23	Unlock
Nancy Michelson	26	26	1.7	5.47	Unlock

**Password Maintenance**

Change your password

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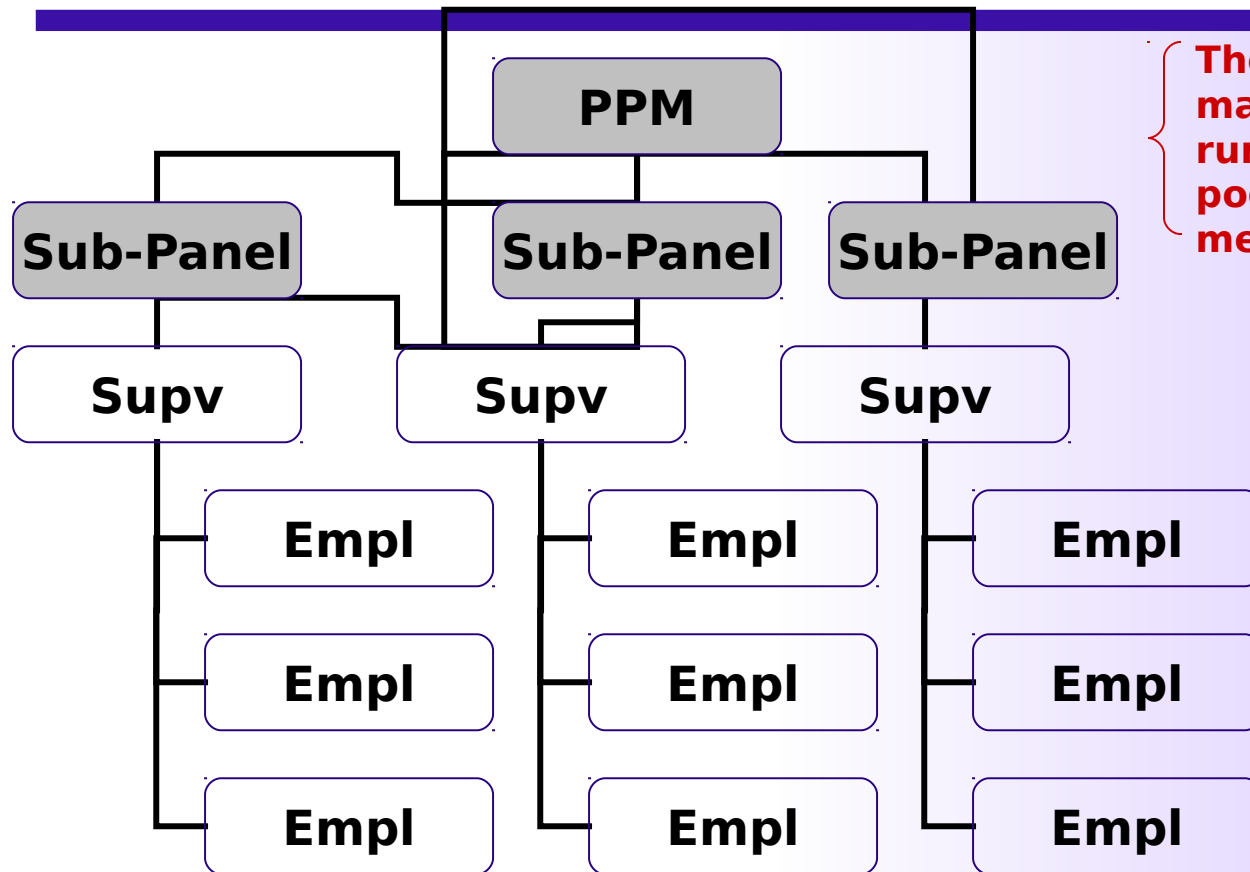
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Done Local intranet

Once all sub-panels are finished and all employees have scores, lock the entire pay pool in preparation for the pay pool panel meeting

# Pay Pool Panel Meeting

All sub-panel managers participate in the pay pool panel meeting



The pay pool manager runs the pay pool panel meeting

- The meeting is held as soon as all sub-panel meeting are over, usually early December
- The purpose of the meeting is to review and normalize scores across sub-panels and assist the PPM with pay adjustments and awards

# Pay Pool Panel Meeting

- Conducting a Pay Pool Panel Meeting
  - Meeting must be done off-line, there are no on-line support tools
  - Download the CCAS spreadsheet from CAS2Net
  - Download the entire pay pool data file from CAS2Net
  - Import the data file into the CCAS spreadsheet



# Pay Pool Panel Meeting

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## Contribution-based Compensation and Appraisal System Software

### CAS2Net

#### Paypool Notices List

Paypool	File Name	File Description	Date Posted	Last Download
AMC/LH	<a href="#">CCASv5.2.xls</a>	CCAS Application for Overall Pay Pool Use	06-JAN-2004 04:53:48 PM	18-JUN-2004 09:27:00 AM
AMC/LH	<a href="#">Sub-Panel Meeting_v5.2.xls</a>	Sub-Panel Scoring Application	06-JAN-2004 04:45:46 PM	
AMC/LH	<a href="#">discrepancy_report.xls</a>	discrepancy_reportAMC_LH_nov2003	04-AUG-2003 03:09:54 PM	

To save a linked file to your computer, use a right mouse button click on the link and choose "Save Target As..."

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Done Local intranet

# Pay Pool Panel Meeting

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Address [https://acqdemoii.army.mil/pls/acqtest2/acqtest2.main\\_menu.startup](https://acqdemoii.army.mil/pls/acqtest2/acqtest2.main_menu.startup) Go Links

Acq Demo

[Appraisal Status and Lock](#)  
View and lock employee appraisals

[Reports](#)  
View or print reports in PDF format

[Data](#)

[Maintenance](#)  
Maintain employee data

[Issues Tracking](#)  
Problem reports and change requests entry and tracking

[Password Maintenance](#)  
Change your password

[Offline Interface](#)

[Paypool Notices](#)  
Important information for your paypool

[Logout](#)

Exit CAS2Net

**Contribution-based Compensation and Appraisal System Software**

**CAS<sup>2</sup>Net**

**Offline Interface**

Download Employee Data  
Last completed download (Eastern Time): 02-AUG-2004 04:02:10 PM

Upload Employee Data  
Last completed upload (Eastern Time): 27-JUL-2004 09:00:05 AM

Your paypool data is not yet complete. Final certification is disabled.

Done Local intranet

# Pay Pool Panel Meeting

CAS2Net - Microsoft Internet Explorer provided by SRA International

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Media Print Mail News RSS Feeds

Address [https://acqdemoit.army.mil/pls/acqtest2/acqtest2.main\\_menu.startup](https://acqdemoit.army.mil/pls/acqtest2/acqtest2.main_menu.startup) Go Links

Acq Demo

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Offline Interface

[Paypool Notices](#)  
Important information for your paypool

[Logout](#)  
Exit CAS2Net

**Contribution-based Compensation and Appraisal System Software**  
**CAS2Net**

**Offline Interface - Download Employee Data**

**NOTE:** Files are dynamically generated and the server may take several minutes before download starts.  
Please be patient and do not repeatedly request a download file which will cause the server to further slow down.  
To save a linked file to your computer, use a right mouse button click on the link and choose "Save Target As..."

Sub-Panel Meeting choices without hot links for the files have been locked.  
Contact your data maintainer if you need to unlock a meeting.

Paypool	File Name	File Description
AMC/LH	<a href="#">ppAMCLH to CCAS.csv</a>	Paypool: AMC/LH
AMC/LH	Locked by Data Maintainer	Sub-Panel Manager: Bob Arnold
AMC/LH	Locked by Data Maintainer	Sub-Panel Manager: Dan Curtiss
AMC/LH	Locked by Data Maintainer	Sub-Panel Manager: Francis Evans
AMC/LH	Locked by Data Maintainer	Sub-Panel Manager: Helen Gonzalez
AMC/LH	Locked by Data Maintainer	Sub-Panel Manager: John Iverson
AMC/LH	Locked by Data Maintainer	Sub-Panel Manager: Larry Koenig
AMC/LH	Locked by Data Maintainer	Sub-Panel Manager: Nancy Michelson
AMC/LH	Locked by Data Maintainer	Sub-Panel Manager: None Assigned

[\[ Return to Offline Interface Main Menu \]](#)

Done Local intranet

# Pay Pool Panel Meeting

Microsoft Excel - CCASv5.7.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

MS Sans Serif 10

100%

Reply with Changes... End Review...

Import Export

A7

**Contribution-based Compensation and Appraisal**

Cycle: 2004

The purpose of this spreadsheet is to record appraisal scores and set basic pay rates and contribution-based financial awards.

**Data/Spreadsheet Download** -- Download the data file from the website, then click on Import to load the file into this spreadsheet.

**Appraisal Score Entry** -- Once the file has been loaded, assign categorical and final scores for each factor, and view reports and graphs.

**Score Normalization** -- Compare score distributions to look for anomalies and scale differences. Run preliminary pay adjustment scenarios. Set CRI and CA parameters and assign pay outs to employees.

**Data Maintenance** -- All additions, deletions, and modifications must be done in the central database. All columns except for data entry and "wild-card" are locked. To preserve your work, export the data from this spreadsheet and upload to the central database before changing any information in the database.

**Final "G" Setting** -- This spreadsheet comes with a best estimate of "G." Once you have been notified that "G" is set, make a final round trip to CAS2Net. The final "G" value and related parameters will be included in the download of your paypool data.

**Final Compensation Setting** -- After the final round trip to update "G", finalize the pay adjustments and awards for your paypool.

**Data Upload** -- Use Export to create a file for uploading the results from your pay pool to the central database on the website.

**Generate Part 1's** -- First use the filters to select employees; sort data by preferred order; then click on the Generate Part I to generate Part I of the Appraisal Form for each selected employee.

**Paypool Data**

**Import** **View** **Export**

Last Import: 7/27/2004 (8:01:17 AM)(CDT)  
Last Export: 7/27/2004 (8:01:36 AM)(CDT)

**Parameters**

**Set CRI and CA Parameters**

**Summary Reports**

**Rails Report**

**Career Path Factor Matrices ranked by Final Score**

**Summary Statistics of Delta OCS**

**Distribution of Delta OCS**

**Scatter-plots of OCS Score by Salary**

**Current Pay & 2004 SPL** **Inferred** **New Pay & 2005 SPL**

**Part 1 of Appraisal Forms**

**Open Existing Evaluation**

Generate Part 1 of Appraisal Form for selected individuals by sort order  
Use the filters to select individuals then sort data by preferred order

Contents Parameters Data NH NJ NK Matrix Rails Delta Stats Delta Plot Cur OCS Inf OCS New OCS Tables

Ready

# Pay Pool Panel Meeting

Microsoft Excel - CCASv5.7.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

MS Sans Serif 8.5 B I U

Import Export

D9

Return to Main Menu

View Delta OCS Distribution

Delta Plot Grouping

Supervisor

Wildcard 1

Refresh

Showall

Hide with only one employee

Summary Statistics of Delta OCS Score

	Average Delta OCS Score	Standard Deviation
<b>Overall</b>	2.22	7.03
<b>NH</b>	3.60	6.60
<b>NJ</b>	-9.29	5.85
<b>NK</b>	0.83	6.07

	Average Delta OCS Score	Standard Deviation
<b>NH</b>		
Bob Arnold	4.50	2.12
Chris Babbitt	1.07	4.86
Dan Curtiss	-5.50	4.95
Eileen Daniels	3.37	3.37
Francis Evans	5.00	N/A
George Fites	3.00	3.27
Helen Gonzalez	6.92	9.46
Ike Hansen	1.58	7.40
John Iverson	3.00	1.41
Larry Koenig	-1.00	N/A
Nancy Michelson	-2.00	0.00
Peter Olson	7.67	9.29
Richard Quarles	2.67	3.21
Tammy Stewart	2.50	4.95
Vincent Udell	7.20	8.04
<b>NJ</b>		
Bob Arnold	-10.00	N/A
Chris Babbitt	-5.00	N/A
Helen Gonzalez	1.00	N/A
John Iverson	-9.00	N/A
Zane Yates	-14.00	2.65

Look for extreme or unusual average delta OCS values by supervisor

Contents Parameters Data NH NJ NK Matrix Ralls Delta Stats Delta Plot Cur OCS Inf OCS New OCS Tables

Filter Mode



# Pay Pool Panel Meeting

Microsoft Excel - CCASv5.7.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

MS Sans Serif 10

100%

Reply with Changes... End Review...

Import Export

B6

A B C D E G H I J K M N O P R S T U W X Y Z AA AC

1 [Return to Main Menu](#)

2 [Return to Data](#)

3

4 Factor Matrix

5 [All](#) [NH](#) [NJ](#) [NK](#)

6

7 Each list gives the name and integer score on the factor. Use the buttons to rank order the lists by integer score.

8

9

10

11

12

13

14 Rank Order Lowest to Highest

15

16 Rank Order Highest to Lowest

17

18

19

20 Rank Order Lowest to Highest by Broadband

21

22

23

24 Rank Order Highest to Lowest by Broadband

25

26

27

28

29

30

31

**Look at the rank ordered listings by career path, and OCS**

**All Career Paths**

**NH Career Path**

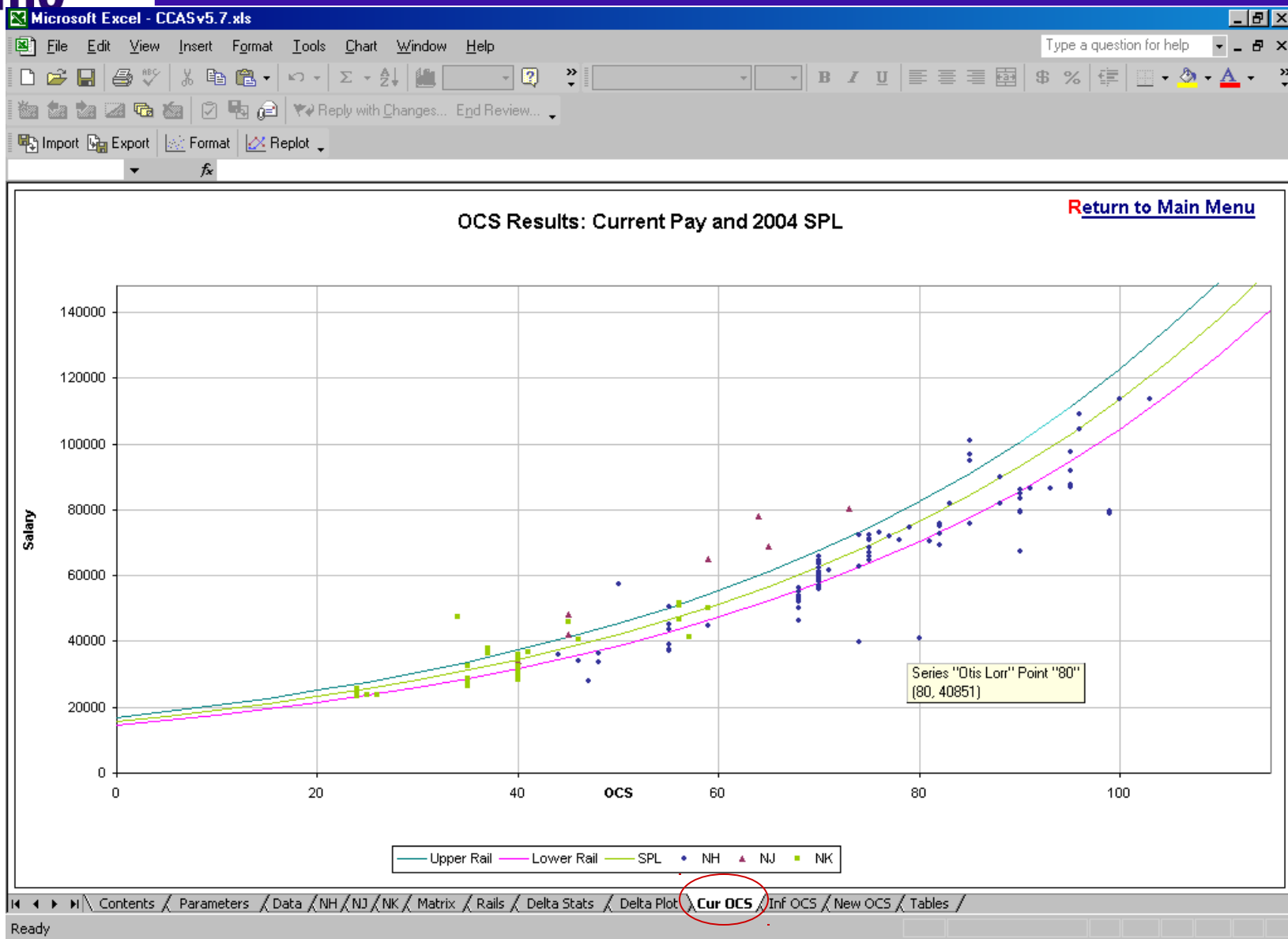
2004 OCS			
NH	Felicia	Rahl	4 103
NH	Bradd	Hallman	4 100
NH	Cass	Higgs	3 99
NH	Dellaha	Apple	3 99
NH	Iverson	John	4 96
NH	Malandra	Wein	4 96
NH	Curtiss	Dan	4 95
NH	Evans	Francis	4 95
NH	Yeakley	Yolanda	3 95
NH	Jody	Toulmin	4 95
NH	Joanne	Jowers	4 93
NH	Audrea	Ike	4 91
NH	Michelson	Nancy	4 90
NH	Cal	Bark	4 90
NH	Dione	Hoffhants	3 90
NH	Elsie	Rockwell	3 90
NH	Honey	Overholt	3 90
NH	Tessie	Courtney	4 90
NH	Quarles	Richard	3 88
NH	Rolf	Patterson	3 88

prb solving		team wk		Final Scores					
				cust ritns		leadership			
Quarles	Richard	3	3	Quarles	Richard	3	Quarles	Richard	3
Celon	Connie	3	3	Celon	Connie	3	Celon	Connie	3
Harris	Henry	2	2	Harris	Henry	2	Harris	Henry	2
Lawrence	Lance	3	3	Lawrence	Lance	3	Lawrence	Lance	3
Emerson	Erica	2	2	Emerson	Erica	2	Emerson	Erica	2
Felicia	Rahl	4 115	4 100	Bradd	Hallman	4 100	Bradd	Hallman	4 100
Bradd	Hallman	4 100	3 99	Felicia	Rahl	4 100	Felicia	Rahl	4 100
Cass	Higgs	3 99	3 99	Cass	Higgs	3 99	Cass	Higgs	3 99
Dellaha	Apple	3 99	4 98	Dellaha	Apple	3 99	Dellaha	Apple	3 99
Iverson	John	4 96	4 96	Iverson	John	4 96	Iverson	John	4 96
Malandra	Wein	4 96	4 96	Malandra	Wein	4 96	Malandra	Wein	4 96
Curtiss	Dan	4 95	4 95	Curtiss	Dan	4 95	Curtiss	Dan	4 95
Evans	Francis	4 95	4 95	Evans	Francis	4 95	Evans	Francis	4 95
Yeakley	Yolanda	3 95	3 95	Yeakley	Yolanda	3 95	Yeakley	Yolanda	3 95
Joanne	Jowers	4 95	4 95	Jody	Toulmin	4 95	Jody	Toulmin	4 95
Jody	Toulmin	4 95	4 95	Michelson	Nancy	4 90	Cal	Bark	4 90
Rolf	Patterson	3 95	3 95	Audrea	Ike	4 90	Joanne	Jowers	4 90
Michelson	Nancy	4 90	4 90	Dione	Hoffhants	3 90	Jody	Toulmin	4 90
Audrea	Ike	4 90	4 90	Elsie	Rockwell	3 90	Tessie	Courtney	4 90
Dione	Hoffhants	3 90	3 90	Honey	Overholt	3 90	Michelson	Nancy	4 90

Contents Parameters Data NH NJ NK Matrix Rails Delta Stats Delta Plot Cur OCS Inf OCS New OCS Tables

Ready

# Pay Pool Panel Meeting



# Pay Pool Panel Meeting

## Custom Tools

Microsoft Excel - CCASv5.7.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

100%

Arial 10

Import Export Hide Unhide Unhide All Hide Unhide Unhide All Clear All Filters Sort

Validate Clear Circles Highlight

F8

Return to Main Menu Edit Parameters

Goto Scores GPI CRI Awards

Blue arrows indicate fields set to filter the data

Last Name First Name Middle Initial Suffix SSN

Set Scores

Score changes can be made directly on the data sheet

Categorical Scores Final Scores

prb solving team wk cust rftns leadership comm rsrc mgmt prb solving team wk cust rftns leadership comm rsrc mgmt

Wt 1 Wt 2 Wt 3 Wt 4 Wt 5 Wt 6 Wildcard

1 Burns Barry 923-76-6289 3M 3M 3M 3M 3M 3M 70 70 70 70 70 70 1 1 1 1 1 1

2 Michelson Nancy 472-39-0710 4M 4M 4M 4M 4M 4M 90 90 90 90 90 90 1 1 1 1 1 1

3 Curtiss Dan 321-47-9047 4M 4M 4M 4M 4M 4M 95 95 95 95 95 95 1 1 1 1 1 1

4 Evans Francis 256-90-9045 4M 4M 4M 4M 4M 4M 95 95 95 95 95 95 1 1 1 1 1 1

5 Gonzalez Helen 712-98-0075 4M 4M 4M 4M 4M 4M 85 85 85 85 85 85 1 1 1 1 1 1

6 Iverson John 653-63-1132 4H 4H 4H 4H 4H 4H 96 96 96 96 96 96 1 1 1 1 1 1

7 Quarles Richard 256-69-2953 1 1 1 1 1 1

8 Stewart Tammy 427-18-5232 3M 3M 3M 3M 3M 3M 78 70 70 70 70 70 1 1 1 1 1 1

9 Udell Vincent 619-89-5317 3L 3M 3M 3M 3M 3M 66 75 75 75 75 75 1 1 1 1 1 1

10 Babbitt Chris 824-67-0912 3M 3M 3M 3M 3M 3M 70 70 70 70 70 70 1 1 1 1 1 1

11 Fites George 723-36-8173 3M 3M 3M 3M 3M 3M 70 70 70 70 70 70 1 1 1 1 1 1

12 Hansen Ike 174-27-3651 3M 3M 3M 3M 3M 3M 70 70 70 70 70 70 1 1 1 1 1 1

13 Artis Amy 298-10-3720 2M 2M 2M 2M 2M 2M 47 47 47 47 47 47 1 1 1 1 1 1

14 Celon Connie 275-82-4913 1 1 1 1 1 1

15 Evans Erin 415-90-3175 3M 3M 3M 3M 3M 3M 75 75 75 75 75 75 1 1 1 1 1 1

16 Farnsworth Fred 301-28-7422 3M 3M 3M 3M 3M 3M 68 68 68 68 68 68 1 1 1 1 1 1

Contents Parameters Data NH NJ NK Matrix Rails Delta Stats Delta Plot Cur OCS Inf OCS New OCS Tables

Ready

# Pay Pool Panel Meeting

Microsoft Excel - CCASv5.7.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

MS Sans Serif 10

100%

Import Export

A1

**Contribution-based Compensation and Appraisal**

Cycle: 2004

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**Generate Part 1's** -- First use the filters to select employees; sort data by preferred order; then click on the Generate Part I to generate Part I of the Appraisal Form for each selected employee.

**Paypool Data**

[Import](#) [View](#) [Export](#)

Last Import: 8/3/2004 (1:47:58 PM)(CDT)  
Last Export: 7/27/2004 (8:01:36 AM)(CDT)

**Parameters**

[Set CRI and CA Parameters](#)

**Summary Reports**

[Rails Report](#)

[Career Path Factor Matrices ranked by Final Score](#)

[Summary Statistics of Delta OCS](#)

[Distribution of Delta OCS](#)

**Scatter-plots of OCS Score by Salary**

[Current Pay & 2004 SPL](#) [Inferred](#) [New Pay & 2005 SPL](#)

**Part 1 of Appraisal Forms**

[Open Existing Evaluation](#)

Generate Part 1 of Appraisal Form for selected individuals by sort order  
Use the filters to select individuals then sort data by preferred order

Contents Parameters Data NH NJ NK Matrix Rails Delta Stats Delta Plot Cur OCS Inf OCS New OCS Tables

Ready

Start Inbox - M... 2004 Se... AcqDem... AcqDem... CAS2Net... 2004 Sof... CCASv...

2:08 PM

# Pay Pool Panel Meeting

CAS2Net - Microsoft Internet Explorer provided by SRA International

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Acq Demo

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Important information for your paypool

[Logout](#)  
Exit CAS2Net

**Contribution-based Compensation and Appraisal System Software**  
**CAS<sup>2</sup>Net**

**Offline Interface**

Download Employee Data

Last completed download (Eastern Time): 03-AUG-2004 02:41:13 PM

Upload Employee Data

Last completed upload (Eastern Time): 27-JUL-2004 09:00:05 AM

Your paypool data is not yet complete. Final certification is disabled.

Done Local intranet



# Pay Pool Panel Meeting

CAS2Net - Microsoft Internet Explorer provided by SRA International

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Media Print Mail News RSS Feeds

Address [https://acqdemoit.army.mil/pls/acqtest2/acqtest2.main\\_menu.startup](https://acqdemoit.army.mil/pls/acqtest2/acqtest2.main_menu.startup) Go Links >>

**Acq Demo**

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[Logout](#)  
Exit CAS2Net

**Contribution-based Compensation and Appraisal System Software**  
CAS2Net

**Offline Interface - Upload Employee Data**

**Data Values Uploaded**

Employee SSN	Employee Name	Status
923-76-6289	Barry Burns	Successfully Loaded
472-39-0710	Nancy Michelson	Successfully Loaded
321-47-9047	Dan Curtiss	Successfully Loaded
256-90-9045	Francis Evans	Successfully Loaded
712-98-0075	Helen Gonzalez	Successfully Loaded
653-63-1132	John Iverson	Successfully Loaded
256-69-2953	Richard Quarles	Successfully Loaded
427-18-5232	Tammy Stewart	Successfully Loaded
619-89-5317	Vincent Udell	Successfully Loaded
824-67-0912	Chris Babbitt	Successfully Loaded
723-36-8173	George Fites	Successfully Loaded
174-27-3651	Ike Hansen	Successfully Loaded
298-10-3720	Amy Artis	Successfully Loaded
275-82-4913	Connie Celon	Successfully Loaded
415-90-3175	Erin Evans	Successfully Loaded
301-28-7422	Fred Farnsworth	Successfully Loaded

Done Local intranet

- Conducting a Panel Meeting
  - Difference between sub-panels and pay pool panel
  - When are they held and who attends
  - “Normalizing” or “leveling” scores
  - On-line and off-line tools available to support the meetings
  - Use of the “**Appraisal Status and Lock**” module to control the process
  - Preparation for compensation setting
  - Setting Base Pay increases and awards



# Preparation for Compensation

- Best Guess at 2005 GPI is 1.5% (President's Budget)
- Pay Pool Compensation Decisions
  - CRI funding - Must be at least 2.0% (2.4% for first-cycle pay pools)
  - CA funding - Must be at least 1.0% (1.3% for first-cycle pay pools)
  - Target for CRI allocation - Upper rail, SPL, lower rail
  - Target for CA allocation - Upper rail, SPL, lower rail
  - CRI discretionary set-aside - No more than 20%
  - CA discretionary set-aside
  - Minimum CRI and CA dollar amounts
  - Roll capped CRI to CA?

**Follow Your Service/Higher Headquarter's Guidance!**

# Preparation for Compensation

- Special Cases

- Employees leaving AcqDemo between 1Oct 04 and 8 Jan 05 (retirement, separation, move to GS job, etc,)
  - Will not actually receive any CRI; options include
    - Override CRI to retain funds in the pay pool
    - Roll CRI to CA and pay as a lump sum
    - Override CA to retain funds in the pay pool
- Employees being promoted in AcqDemo between 1Oct 04 and 8 Jan 05
  - And promoted pay is greater than new CCAS pay
    - Override CRI to retain funds in the pay pool

**Again, Follow Your Service/Higher Headquarter's Guidance**

# Setting Base Pay Increases and Awards

Microsoft Excel - CCASv5.7.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

100%

Arial 8

B I U

Reply with Changes... End Review...

Import Export Hide Unhide Unhide All Hide Unhide

Validate Clear Circles Highlight

AH11

Return to Main Menu Edit Parameters

Goto

Scores GPI

CRJ Awards

Blue arrows indicate fields set to filter the data

Last Name First Name Middle Initial Suffix SSN

Set GPI 1.5%

Warning: Pay adjustments are incorrect because some scores are missing!

Total G Pot= \$116,057 Total G\$ = \$104,072

	G Pot	Mandatory G%	Max Discretionary G		(PPM Input) Discretionary G		G\$	WildCard 4
			Amount	Percent	Amount	Percent		
Burns Barry					\$0	0.00%	\$0	
Michelson Nancy	\$1,273	1.50%	\$0	0.00%	\$0	0.00%	\$1,273	
Curtiss Dan	\$1,376	1.50%	\$0	0.00%	\$0	0.00%	\$1,376	
Evans Francis	\$1,462	1.50%	\$0	0.00%	\$0	0.00%	\$1,462	
Gonzalez Helen	\$1,515		\$1,515	1.50%	\$0	0.00%	\$0	
Iverson John	\$1,634	1.50%	\$0	0.00%	\$0	0.00%	\$1,634	
Quarles Richard	\$1,104	1.23%	\$0	0.00%	\$0	0.00%	\$1,104	
Stewart Tammy	\$924	1.50%	\$0	0.00%	\$0	0.00%	\$924	
Udell Vincent	\$940	1.50%	\$0	0.00%	\$0	0.00%	\$940	
Babbitt Chris	\$956	1.50%	\$0	0.00%	\$0	0.00%	\$956	
Fites George	\$972	1.50%	\$0	0.00%	\$0	0.00%	\$972	
Hansen Ike	\$988	1.50%	\$0	0.00%	\$0	0.00%	\$988	
Artis Amy	\$418	1.50%	\$0	0.00%	\$0	0.00%	\$418	
Celon Connie	\$1,080	1.50%	\$0	0.00%	\$0	0.00%	\$1,080	
Evans Erin	\$1,065	1.50%	\$0	0.00%	\$0	0.00%	\$1,065	
Farnsworth Fred	\$843	1.50%	\$0	0.00%	\$0	0.00%	\$843	

Contents Parameters **Data** NH/NJ/NK Matrix Rails Delta Stats Delta Plot Cur OCS Inf OCS New OCS Tables

Ready



# Setting Base Pay Increases and Awards

Microsoft Excel - CCASv5.7.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

90%

Arial 10

B I U

Import Export

O1

Return to Main Menu

Return to Data

Reset to Default Values

You may set any parameters in Yellow

Scenario Summary

G%	1.50		
GS-1/step1 pay (05)	\$ 16,047		
GS-1/step1 pay (04)	\$ 15,625	Cash Amount	Plus Unused GPI
CRI%	2.400000%	\$191,819	\$203,804
CRI Set-Aside	10.000000%	\$20,380	
Awd%	1.300000%	\$93,512	\$114,104
Awd Set-Aside	20.000000%	\$22,821	
Beta 1 (CRI)	0		
Beta 2 (CA)	1		
Minimum CRI dollar amount	\$100		
Minimum CA dollar amount	\$100		
G carry over	\$ 11,985		
CRI remainder	\$ 20,592		
Awd remainder	\$ 23,010		
Alpha 1	0.3214		
Alpha 2	0.0815		
Minimum CRI Budget %	2.0		
Minimum Awd Budget %	1.0		

For Info Only

Here is where you set up your pay scenario parameters

Beta 1 and 2

1 = Upper Rail  
0 = SPL  
-1 = Lower Rail

Contents Parameters Data NH NJ NK Matrix Rails Delta Stats Delta Plot Cur OCS Inf OCS New OCS Tables

Ready

# Setting Base Pay Increases and Awards

Microsoft Excel - CCASv5.7.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

90%

Arial 10

B I U

Reply with Changes... End Review...

Import Export

O1

Return to Main Menu

Return to Data

Reset to Default Values

You may set any parameters in Yellow

Scenario Summary

Start with little or no CRI and CA set-aside and increase it gradually. If you reduce the set-aside after allocating your discretionary funds, your remainder will go negative and you will have to delete all or some of your allocations and start over again. Set aside may change if rollover amount changes. The cash award amount is 90% of the total award budget plus CRI

G%	1.50		
GS-1/step1 pay (05)	\$ 16,047		
GS-1/step1 pay (04)	\$ 15,625	Cash Amount	Plus Unused GPI
CRI%	2.400000%	\$191,819	\$203,804
CRI Set-Aside	10.000000%	\$20,380	
Awd%	1.300000%	\$93,512	\$114,104
Awd Set-Aside	20.000000%	\$22,821	
Beta 1 (CRI)	0		
Beta 2 (CA)	1		
Minimum CRI dollar amount	\$100		
Minimum CA dollar amount	\$100		
G carry over	\$ 11,985		
CRI remainder	\$ 20,592		
Awd remainder	\$ 23,010		
Alpha 1	0.3214		
Alpha 2	0.0815		
Minimum CRI Budget %	2.0		
Minimum Awd Budget %	1.0		

**GPI withheld from employees in Zone A is automatically added to the CRI pot**

Beta 1 and 2

1 = Upper Rail  
0 = SPL  
-1 = Lower Rail

Contents Parameters Data NH NJ NK Matrix Rails Delta Stats Delta Plot Cur OCS Inf OCS New OCS Tables

Ready

# Setting Base Pay Increases and Awards

Microsoft Excel - CCASv5.7.xls

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B I U

Reply with Changes... End Review...

Import Export

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Reset to Default Values

You may set any parameters in Yellow

Start with little or no CRI and CA set-aside and increase it gradually. If you reduce the set-aside after allocating your discretionary funds, your remainder will go negative and you will have to delete all or some of your allocations and start over again. Set aside may change if rollover amount changes. The cash award amount is 90% of the total award budget plus CRI

G%	1.50		
GS-1/step1 pay (05)	\$ 16,047		
GS-1/step1 pay (04)	\$ 15,625	Cash Amount	Plus Unused GPI
CRI%	2.400000%	\$191,819	\$283,864
CRI Set-Aside	10.000000%	\$20,380	
Awd%	1.300000%	\$93,512	\$114,104
Awd Set-Aside	20.000000%	\$22,821	
Beta 1 (CRI)	0		
Beta 2 (CA)	1		
Minimum CRI dollar amount	\$100		
Minimum CA dollar amount	\$100		
G carry over	\$ 11,985		
CRI remainder	\$ 20,592		
Awd remainder	\$ 23,010		
Alpha 1	0.3214		
Alpha 2	0.0815		
Minimum CRI Budget %	2.0		
Minimum Awd Budget %	1.0		

Set-aside may be specified as a percent or a dollar amount

Beta 1 and 2

1 = Upper Rail  
0 = SPL  
-1 = Lower Rail

Contents Parameters Data NH NJ NK Matrix Rails Delta Stats Delta Plot Cur OCS Inf OCS New OCS Tables

Ready

# Setting Base Pay Increases and Awards

Microsoft Excel - CCASv5.7.xls

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Type a question for help

90%

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B I U

Import Export

O1

Return to Main Menu

Return to Data

Reset to Default Values

You may set any parameters in Yellow

Scenario Summary

Start with little or no CRI and CA set-aside and increase it gradually. If you reduce the set-aside after allocating your discretionary funds, your remainder will go negative and you will have to delete all or some of your allocations and start over again. Set aside may change if rollover amount changes. The cash award amount is 90% of the total award budget plus CRI

G%	1.50		
GS-1/step1 pay (05)	\$ 16,047		
GS-1/step1 pay (04)	\$ 15,625	Cash Amount	Plus Unused GPI
CRI%	2.400000%	\$191,819	\$203,804
CRI Set-Aside	10.000000%	\$20,380	
Awd%	1.300000%	\$93,512	\$114,104
Awd Set-Aside	20.000000%	\$22,821	
Beta 1 (CRI)	0		
Beta 2 (CA)	1		
Minimum CRI dollar amount	\$100		
Minimum CA dollar amount	\$100		
G carry over	\$ 11,985		
CRI remainder	\$ 20,592		
Awd remainder	\$ 23,010		
Alpha 1	0.3214		
Alpha 2	0.0815		
Minimum CRI Budget %	2.0		
Minimum Awd Budget %	1.0		

90% of the 1.3% award pot is allocated via CCAS; the remainder is for special act awards throughout the year

Beta 1 and 2

1 = Upper Rail  
0 = SPL  
-1 = Lower Rail

Contents Parameters Data NH NJ NK Matrix Rails Delta Stats Delta Plot Cur OCS Inf OCS New OCS Tables

Ready

# Setting Base Pay Increases and Awards

Microsoft Excel - CCASv5.7.xls

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Type a question for help

90%

Arial 10

Import Export

O1

Return to Main Menu

Return to Data

Reset to Default Values

You may set any parameters in Yellow

Scenario Summary

Start with little or no CRI and CA set-aside and increase it gradually. If you reduce the set-aside after allocating your discretionary funds, your remainder will go negative and you will have to delete all or some of your allocations and start over again. Set aside may change if rollover amount changes. The cash award amount is 90% of the total award budget plus CRI

G%	1.50		
GS-1/step1 pay (05)	\$ 16,047		
GS-1/step1 pay (04)	\$ 15,625	Cash Amount	Plus Unused GPI
CRI%	2.400000%	\$191,819	\$203,804
CRI Set-Aside	10.000000%	\$20,380	
Awd%	1.300000%	\$93,512	\$114,104
Awd Set-Aside	20.000000%	\$22,821	
Beta 1 (CRI)	0		
Beta 2 (CA)	1		
Minimum CRI dollar amount	\$100		
Minimum CA dollar amount	\$100		
G carry over	\$ 11,985		
CRI remainder	\$ 20,592		
Awd remainder	\$ 23,010		
Alpha 1	0.3214		
Alpha 2	0.0815		
Minimum CRI Budget %	2.0		
Minimum Awd Budget %	1.0		

Beta 1 and 2

1 = Upper Rail  
0 = SPL  
-1 = Lower Rail

Unspent CRI rolls to CA; includes unallocated discretionary CRI plus some rounding

Contents Parameters Data NH NJ NK Matrix Rails Delta Stats Delta Plot Cur OCS Inf OCS New OCS Tables

Ready

# Setting Base Pay Increases and Awards

Microsoft Excel - CCASv5.7.xls

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90%

Arial 10

Import Export

O1

Return to Main Menu

Return to Data

Reset to Default Values

You may set any parameters in Yellow

Scenario Summary

Start with little or no CRI and CA set-aside and increase it gradually. If you reduce the set-aside after allocating your discretionary funds, your remainder will go negative and you will have to delete all or some of your allocations and start over again. Set aside may change if rollover amount changes. The cash award amount is 90% of the total award budget plus CRI

G%	1.50		
GS-1/step1 pay (05)	\$ 16,047		
GS-1/step1 pay (04)	\$ 15,625	Cash Amount	Plus Unused GPI
CRI%	2.400000%	\$191,819	\$203,804
CRI Set-Aside	10.000000%	\$20,380	
Awd%	1.300000%	\$93,512	\$114,104
Awd Set-Aside	20.000000%	\$22,821	
Beta 1 (CRI)	0		
Beta 2 (CA)	1		
Minimum CRI dollar amount	\$100		
Minimum CA dollar amount	\$100		
G carry over	\$ 11,985		
CRI remainder	\$ 20,592		
Awd remainder	\$ 23,010		
Alpha 1	0.3214		
Alpha 2	0.0815		
Minimum CRI Budget %	2.0		
Minimum Awd Budget %	1.0		

Here is where you set the CRI and CA targets

Beta 1 and 2

1 = Upper Rail  
0 = SPL  
-1 = Lower Rail

Contents Parameters Data NH NJ NK Matrix Rails Delta Stats Delta Plot Cur OCS Inf OCS New OCS Tables

Ready



# Setting Base Pay Increases and Awards

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Type a question for help

90%

Arial 10

Import Export

O1

Return to Main Menu

Return to Data

Reset to Default Values

You may set any parameters in Yellow

Scenario Summary

Start with little or no CRI and CA set-aside and increase it gradually. If you reduce the set-aside after allocating your discretionary funds, your remainder will go negative and you will have to delete all or some of your allocations and start over again. Set aside may change if rollover amount changes. The cash award amount is 90% of the total award budget plus CRI

G%	1.50		
GS-1/step1 pay (05)	\$ 16,047		
GS-1/step1 pay (04)	\$ 15,625	Cash Amount	Plus Unused GPI
CRI%	2.400000%	\$191,819	\$203,804
CRI Set-Aside	10.000000%	\$20,380	
Awd%	1.300000%	\$93,512	\$114,104
Awd Set-Aside	20.000000%	\$22,821	
Beta 1 (CRI)	0		
Beta 2 (CA)	1		
Minimum CRI dollar amount	\$100		
Minimum CA dollar amount	\$100		
G carry over	\$ 11,985		
CRI remainder	\$ 20,592		
Awd remainder	\$ 23,010		
Alpha 1	0.3214		
Alpha 2	0.0815		
Minimum CRI Budget %	2.0		
Minimum Awd Budget %	1.0		

Beta 1 and 2

1 = Upper Rail  
0 = SPL  
-1 = Lower Rail

This means any computed CRI or CA amounts less than \$100 will be set to zero; it does NOT mean everyone will get at least \$100 in CRI and CA

Contents Parameters Data NH NJ NK Matrix Rails Delta Stats Delta Plot Cur OCS Inf OCS New OCS Tables

Ready

# Setting Base Pay Increases and Awards

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F8

Return to Main Menu Edit Parameters

Goto Scores GPI CRI Awards

Blue arrows indicate fields set to filter the data

Navigation Links

8 open wildcard columns for notes, formulas, sort

Headings for wildcards. Select cell above heading, arrow down, and edit heading in formula bar.

Wildcard 1

Presumptive Status? Retained Pay? Career Path Broadband Level Occ Series CY2004 Base Pay Locality Code Previous OCS Start Date CRI Override?

Total CY 04 Base Pay \$7,992,452

All white cells except wildcard columns are protected; the data can only be changed in CAS2Net and then re-imported into the spreadsheet. Be sure to export and upload data from the spreadsheet first to save any changes you have made - called a "round trip"

Last Name	First Name	Middle Initial	Suffix	SSN	Paypool	Office Symbol	Wildcard 1	Presumptive Status?	Retained Pay?	Career Path	Broadband Level	Occ Series	CY2004 Base Pay	Locality Code	Previous OCS	Start Date	CRI Override?
Burns	Barry			923-76-6289	AMCALH	AMCALHACA		0	0	NH	2	1515	\$56,282	41	63	12-Aug-01	0
Michelson	Nancy			472-39-0710	AMCALH	AMCALHXT		0	0	NH	4	0830	\$84,815	41	93	29-Sep-00	0
Curtiss	Dan															eb-99	0
Evans	Francis															eb-99	0
Gonzalez	Helen															lay-03	0
Iverson	John															eb-99	0
Quarles	Richard															eb-99	0
Stewart	Tammy															eb-99	0
Udell	Vincent															eb-99	0
Babbitt	Chris															Oct-00	0
Fites	George															eb-99	0
Hansen	Ike															eb-99	0
Artis	Amy															eb-99	0
Celon	Connie															eb-99	0
Evans	Erin															eb-99	0
Farnsworth	Fred															eb-99	0

Contents Parameters Data NH NJ NK Matrix Rails Delta Stats Delta Plot Cur OCS Inf OCS New OCS Tables

# Setting Base Pay Increases and Awards

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Validate Clear Circles Highlight

AE4 fx

Return to Main Menu Edit Parameters

Goto Scores GPI

CRI Awards

Blue arrows indicate fields set to filter the data

total CY 03 Base Pay = \$7,992,452

Here is where you set individual parameters for special cases

Last Name	First Name	Middle Initial	Suffix	SSN	Career Path	Broadband Level	Occ Series	CY2004 Base Pay	Locality Code	Previous OCS	Start Date	CRI Override?	CA Override?	Rollover CRI to CA?	1st Level Sup Name	Sub-Panel Man Meeting
Burns	Barry			923-76-6289	NH	2	1515	\$56,282	41	63	12-Aug-01	0	0	1	Peter Olson	Helen Gonzalez
Michelson	Nancy			472-39-0710	NH	4	0830	\$84,815	41	93	29-Sep-00	0	0	1	Francis Evans	Bob Arnold
Curtiss	Dan			321-47-9047	NH	4	0830	\$91,711	41		1-Feb-99	0	0	1	Bob Arnold	
Evans	Francis			256-90-9045	NH	4	0830	\$97,443	41	76	1-Feb-99	0	0	1	Bob Arnold	
Gonzalez	Helen			712-98-0075	NH	4	0340	\$100,940	41	91	15-May-03	0	0	1	Dan Curtiss	Bob Arnold
Iverson	John			653-63-1132	NH	4	0830	\$108,907	41	90	1-Feb-99	0	0	1	Dan Curtiss	Bob Arnold
Quarles	Richard			256-69-2953	NH	3	0830	\$90,000	41	73	1-Feb-99	0	0	1	Helen Gonzalez	Dan Curtiss
Stewart	Tammy			427-18-5232	NH	3	0830	\$61,592	41	77	1-Feb-99	0	0	1	John Iverson	Dan Curtiss
Udell	Vincent			619-89-5317	NH	3	0850	\$62,654	41	74	1-Feb-99	0	0	1	John Iverson	Dan Curtiss
Babbitt	Chris			824-67-0912	NH	3	0803	\$63,716	99	75	25-Oct-00	0	0	1	Larry Koenig	Francis Evans
Fites	George			723-36-8173	NH	3	0896	\$64,778	41	77	1-Feb-99	0	0	1	Nancy Michelson	Francis Evans
Hansen	Ike			174-27-3651	NH	3	0830	\$65,840	41	74	1-Feb-99	0	0	1	Nancy Michelson	Francis Evans
Artis	Amy			298-10-3720	NH	2	0318	\$27,810	41	25	1-Feb-99	0	0	1	Peter Olson	Helen Gonzalez
Celon	Connie			275-82-4913	NH	3	0334	\$71,992	41	77	1-Aug-03	0	0	1	Peter Olson	Helen Gonzalez
Evans	Erin			415-90-3175	NH	3	0830	\$70,962	41	75	1-Feb-99	0	0	1	Richard Quarles	Helen Gonzalez
Farnsworth	Fred			301-28-7422	NH	2	0830	\$56,173	41	64	1-Feb-99	0	0	1	Richard Quarles	Helen Gonzalez

Ready

# Setting Base Pay Increases and Awards

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AE4 fx

Return to Main Menu Edit Parameters

Goto Scores GPI CRI Awards

Blue arrows indicate fields set to filter the data

Here is where you can give all or partial GPI to Zone A employees

Total G Pot= \$116,900

Set CRI 2.40%

Last Name	First Name	Middle Initial	Suffix	SSN	G Pot	Mandatory G%	Max Discretionary G Amount	Max Discretionary G Percent	(PPM Input) Discretionary G Amount	(PPM Input) Discretionary G Percent	G\$	WildCard 4
Burns	Barry			923-76-6289	\$845	1.50%	\$0	0.00%	\$0	0.00%	\$845	
Michelson	Nancy			472-39-0710	\$1,273	1.50%	\$0	0.00%	\$0	0.00%	\$1,273	
Curtiss	Dan			321-47-9047	\$1,376	1.50%	\$0	0.00%	\$0	0.00%	\$1,376	
Evans	Francis			256-90-9045	\$1,462	1.50%	\$0	0.00%	\$0	0.00%	\$1,462	
Gonzalez	Helen			712-98-0075	\$1,515	1.50%	\$1,515	1.50%	\$0	0.00%	\$0	
Iverson	John			653-63-1132	\$1,634	1.50%	\$0	0.00%	\$0	0.00%	\$1,634	
Quarles	Richard			256-69-2953	\$1,104	1.23%	\$0	0.00%	\$0	0.00%	\$1,104	
Stewart	Tammy			427-18-5232	\$924	1.50%	\$0	0.00%	\$0	0.00%	\$924	
Udell	Vincent			619-89-5317	\$940	1.50%	\$0	0.00%	\$0	0.00%	\$940	
Babbitt	Chris			824-67-0912	\$956	1.50%	\$0	0.00%	\$0	0.00%	\$956	
Fites	George			723-36-8173	\$972	1.50%	\$0	0.00%	\$0	0.00%	\$972	
Hansen	Ike			174-27-3651	\$988	1.50%	\$0	0.00%	\$0	0.00%	\$988	
Artis	Amy			298-10-3720	\$418	1.50%	\$0	0.00%	\$0	0.00%	\$418	
Celon	Connie			275-82-4913	\$1,080	1.50%	\$0	0.00%	\$0	0.00%	\$1,080	
Evans	Erin			415-90-3175	\$1,065	1.50%	\$0	0.00%	\$0	0.00%	\$1,065	
Farnsworth	Fred			301-28-7422	\$843	1.50%	\$0	0.00%	\$0	0.00%	\$843	

Ready

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# Setting Base Pay Increases and Awards

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CG22

Return to Main Menu Edit Parameters

Goto Scores GPI CRI Awards

Blue arrows indicate fields set to filter

Here is where you allocate discretionary CRI

Set CRI 2.40%

Total CRI

Default= \$183,379

Discretionary= \$20,591

Computed = \$203,803

G carry-over= \$11,985.00

CRI Budget = \$203,803.85

CRI Set Aside = \$20,380.38

Alpha1= 0.321362

Available Balance= \$0.85

Last Name	First Name	Middle Initial	Suffix	SSN	WildCard 4	(Default CRI) Alpha1DeltaY	(PFM Input) Discretionary CRI	Computed CRI \$	Computed CRI %	Computed Base Pay 2005	Max Allowable CRI %	CY2005 UR Pay
Lorr	Otis			112-00-3396		\$11,435	\$5,000	\$16,435	40.23%	\$57,899	20.00%	\$84,779.17
Delilah	Apple			112-00-2636		\$10,522	\$4,000	\$14,522	18.45%	\$94,401	20.00%	\$123,605.75
Cass	Higgs			112-00-2556		\$10,224	\$3,000	\$13,224	16.61%	\$94,043	20.00%	\$123,605.75
Dixie	Zadovsky			112-00-2676		\$8,993	\$2,000	\$10,993	27.57%	\$51,460	20.00%	\$75,262.53
Honey	Overholt			112-00-3016		\$8,370	\$1,500	\$9,870	14.69%	\$78,044	20.00%	\$103,388.71
Jody	Toulmin			112-00-3156		\$5,192	\$1,000	\$6,192	7.14%	\$94,272	20.00%	\$114,173.45
Dione	Hoffhants			112-00-2656		\$4,479	\$1,000	\$5,479	6.91%	\$85,943	20.00%	\$103,388.71
Oralee	Weldi			112-00-3696		\$4,448	\$1,000	\$5,448	11.74%	\$52,539	20.00%	\$66,814.15
Elsie	Rockwell			112-00-2776		\$4,366	\$1,000	\$5,366	6.74%	\$86,185	20.00%	\$103,388.71
Joanne	Jowers			112-00-3136		\$4,064	\$1,000	\$5,064	5.87%	\$92,641	20.00%	\$109,730.74
Artis	Amy			298-10-3720		\$3,823	\$91	\$3,914	14.07%	\$32,142	20.00%	\$44,043.53
Curtiss	Dan			321-47-9047		\$3,607	\$0	\$3,607	3.93%	\$96,694	20.00%	\$114,173.45
Jeffery	Hynes			112-00-3096		\$3,290	\$0	\$3,290	4.75%	\$73,621	20.00%	\$88,211.66
Matilda	Tillson			112-00-3516		\$3,244	\$0	\$3,244	6.47%	\$54,138	20.00%	\$66,814.15
Tessie	Courtney			112-00-3976		\$3,131	\$0	\$3,131	3.75%	\$87,851	20.00%	\$103,388.71
Rafe	Bairds			112-00-3756		\$3,011	\$0	\$3,011	8.10%	\$40,740	20.00%	\$51,621.35

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# Setting Base Pay Increases and Awards

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CY7

Return to Main Menu Edit Parameters

Here is where you allocate discretionary CA

Set Award 1.30%

Total Carryover Award = \$40,897  
Total CA Pos Delta Y = \$1,119,388  
Total Default Award = \$74,750  
Total Discretionary Award = \$19,328  
Total Award = \$134,409

Available Award Dollars = \$93,512.54  
Discretionary Set-Aside = \$18,703  
Alpha2 = 0.066831

Remainder = \$0.54

Last Name	First Name	Middle Initial	Suffix	SSN	Carryover Award	CA Pos Delta Y	Computed Award	(PPM Input) Discretionary Award	Total Award	WildCard 6	Award > \$10K?	Unsat Adjec Rating
Felicia	Rahl			112-00-2836	\$877	\$16,624.21	\$1,111	\$5,000	\$6,988			
Bradd	Hallman			112-00-2416	\$0	\$9,093.46	\$607	\$4,000	\$4,607			
Delilaha	Apple			112-00-2636	\$10,415	\$41,657.20	\$2,784	\$3,000	\$16,199		YES	
Cass	Higgs			112-00-2556	\$10,057	\$40,731.20	\$2,722	\$2,000	\$14,779		YES	
Malandra	Wein			112-00-3476	\$0	\$9,118.12	\$609	\$1,500	\$2,109			
Iverson	John			653-63-1132	\$0	\$4,492.12	\$300	\$1,000	\$1,300			
Jody	Toulmin			112-00-3156	\$0	\$24,392.94	\$1,630	\$1,000	\$2,630			
Yeakley	Yolanda			812-93-9023	\$0	\$23,620.94	\$1,578	\$1,000	\$2,578			
Curtiss	Dan			321-47-9047	\$0	\$19,459.94	\$1,300	\$828	\$2,128			
Evans	Francis			256-90-9045	\$0	\$13,727.94	\$917	\$0	\$917			
Joanne	Jowers			112-00-3136	\$0	\$20,563.07	\$1,374	\$0	\$1,374			
Audrea	Ike			112-00-2336	\$0	\$16,147.53	\$1,079	\$0	\$1,079			
Honey	Overholt			112-00-3016	\$0	\$33,503.82	\$2,239	\$0	\$2,239			
Dione	Hoffhants			112-00-2656	\$1,957	\$21,395.82	\$1,429	\$0	\$3,386			
Elsie	Rockwell			112-00-2776	\$2,199	\$21,045.82	\$1,406	\$0	\$3,605			
Tessie	Courtney			112-00-3976	\$0	\$17,202.82	\$1,149	\$0	\$1,149			

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# Setting Base Pay Increases and Awards

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DE8

Return to Main Menu Edit Parameters

Goto Scores GPI CRI Awards

Blue arrows indicate fields set to filter the data

Available Award Dollars = \$93,512.54  
Discretionary Set-Aside = \$18,703  
Alpha2 = 0.066831

Your available award dollars includes all unspent CRI. Therefore, if you have set CRI money aside for discretionary allocation but have not yet allocated it, the amount will show up here as well as in your CRI remainder. As you allocate your discretionary CRI money, your available award dollars will go down.

\$0.54

Last Name	First Name	Middle Initial	Suffix	SSN	(PPM Input) Discretionary Award	Total Award	WildCard 6	Award > \$10K?	Unsat Adjective Rating?	Total New Comp. Base Pay + Awd	WildCard 7	CY2005 Expected OCS	CIP Trigger	Mandatory CIP
Felicia	Rahl			112-00-2836	\$5,000	\$6,988				\$123,731		100	72	0
Bradd	Hallman			112-00-2416	\$4,000	\$4,607				\$119,987		99	72	0
Dellaha	Apple			112-00-2636	\$3,000	\$16,199		YES		\$100,185		83	44	0
Cass	Higgs			112-00-2556	\$2,000	\$14,779		YES		\$98,765		83	44	0
Malandra	Wein			112-00-3476	\$1,500	\$2,109				\$108,185		95	72	0
Iverson	John			653-63-1132	\$1,000	\$1,300				\$111,841		97	72	0
Jody	Toulmin			112-00-3156	\$1,000	\$2,630							72	0
Yeakley	Yolanda			812-93-9023	\$1,000	\$2,578							44	0
Curtiss	Dan			321-47-9047	\$828	\$2,128							72	0
Evans	Francis			256-90-9045	\$0	\$917							72	0
Joanne	Jowers			112-00-3136	\$0	\$1,374							72	0
Audrea	Ike			112-00-2336	\$0	\$1,079							72	0
Honey	Overholt			112-00-3016	\$0	\$2,239				\$80,283		80	44	0
Dione	Hoffhants			112-00-2656	\$0	\$3,386				\$87,372		83	44	0
Elsie	Rockwell			112-00-2776	\$0	\$3,605				\$87,591		83	44	0
Tessie	Courtney			112-00-3976	\$0	\$1,149				\$89,000		86	72	0

Awards greater than \$10K require local commander's approval

Contents Parameters Data NH/NJ/NK Matrix Rails Delta Stats Delta Plot Cur OCS Inf OCS New OCS Tables

Ready

# Setting Base Pay Increases and Awards

Microsoft Excel - CCASv5.7.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

100%

Arial 8

Reply with Changes... End Review...

Import Export Hide Unhide Unhide All Hide Unhide Unhide All Clear All Filters Sort

Validate Clear Circles Highlight

SetAward Set Award

Return to Main Menu Edit Parameters

Goto Scores GPI CRI Awards

Blue arrows indicate fields set to filter the data

Available Award Dollars = \$93,512.54  
Discretionary Set-Aside = \$18,703  
Alpha2 = 0.066831

Your available award dollars includes all unspent CRI. Therefore, if you have set CRI money aside for discretionary allocation but have not yet allocated it, the amount will show up here as well as in your CRI remainder. As you allocate your discretionary CRI money, your available award dollars will go down.

\$0.54

Last Name	First Name	Middle Initial	Suffix	SSN	(PPM Input) Discretionary Award	Total Award	WildCard 6	Award > \$10K?	Unsat Adjective Rating?	Total New Comp. Base Pay + Awd	WildCard 7	CY2005 Expected OCS	CIP Trigger	Mandatory CIP
Betty	Crossen			112-00-2396	\$0	\$488				\$28,921		29	14	0
Gyles	Morland			112-00-2936	\$0	\$387				\$29,865		31	14	0
Vickie	Merryman			112-00-4056	\$0	\$370				\$30,029		31	14	0
Rosanna	Laitness			112-00-3856	\$0	\$349				\$30,220		31	14	0
Rosanne	Hastings			112-00-3876	\$740	\$828			YES	\$33,785		36	34	0
Elliott	Enderly			112-00-2756	\$0	\$0			YES	\$47,406		55	34	1
Milford	Errett			112-00-3596	\$0	\$307				\$25,138		22	14	0
Monday	Kooser			112-00-3596	\$0	\$307				\$25,138		22	14	0
Clayman	Conk			112-00-3596	\$0	\$307				\$25,138		22	14	0
Peregrine	Gleper			112-00-3596	\$0	\$307				\$25,138		22	14	0
Kaelea	Loewentsein			112-00-3596	\$0	\$307				\$25,138		21	14	0
Herbert	Treeby			112-00-3596	\$0	\$307				\$25,138		23	14	0
Zena	Knopsnider			112-00-3596	\$0	\$307				\$25,138		23	14	0
Dancy	Dyanne			241-3596	\$0	\$307				\$25,138		23	0	0
Sonnie	Bodeville			112-00-3936	\$0	\$128				\$25,751		24	14	0
Frannie	Bauerle			112-00-2876	\$0	\$0				\$26,174		25	14	0

Awards for employees with the equivalent of an unsatisfactory adjective rating must be processed through your servicing CPO

Ready

# Setting Base Pay Increases and Awards

Microsoft Excel - CCASv5.7.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

100% Arial 10 B I U

Reply with Changes... End Review...

Import Export Hide Unhide Unhide All Hide Unhide Unhide All Clear All Filters Sort

Validate Clear Circles Highlight

DE8

Return to Main Menu

Edit Parameters

Goto Scores GPI CRI Awards

Blue arrows indicate fields set to filter the data

award dollars includes all unspent CRI.  
you have set CRI money aside for discretionary  
have not yet allocated it, the amount will show  
ell as in your CRI remainder. As you allocate  
ary CRI money, your available award dollars

# Setting Base Pay Increases and Awards

Microsoft Excel - CCASv5.7.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

100% Arial 10 B I U

Import Export Hide Unhide Unhide All Hide Unhide Unhide All Clear All Filters Sort

Validate Clear Circles Highlight

CY7

[Return to Main Menu](#) [Edit Parameters](#)

Goto [Scores GPI](#) [CRI Awards](#)

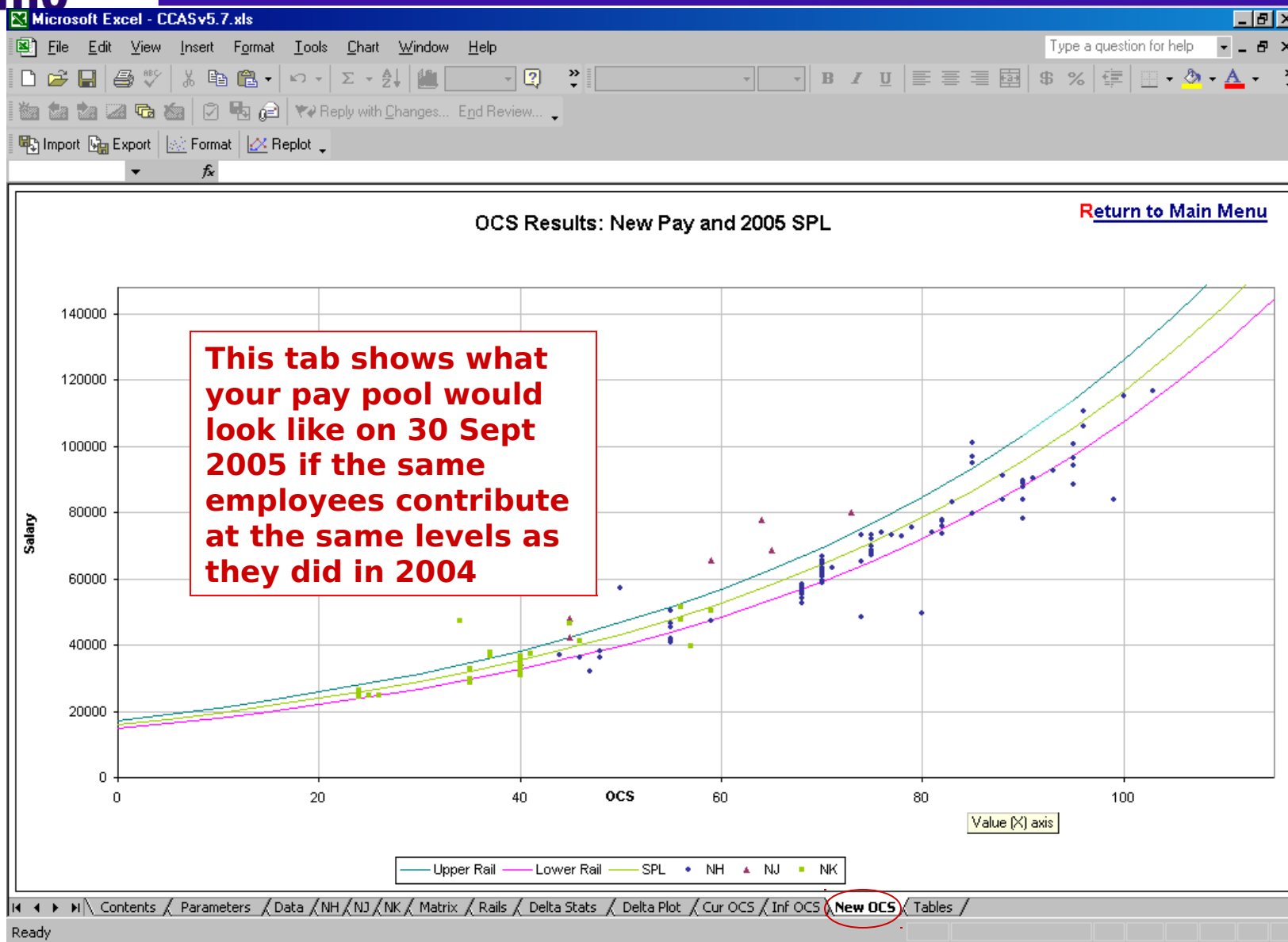
Blue arrows indicate fields set to filter the data

The last 9 columns contain an appraisal and pay summary for each employee

Last Name	First Name	Middle Initial	Suffix	SSN	Wildcard 8	Appraisal Summary				Compensation Summary				
						2004 Expected OCS	2004 OCS	Delta OCS	Relative Score	CY2004 Base Pay	G\$	Approved CRI	New Base Pay 2005	Total Award
Felicia	Rahl			112-00-2836		100	103	3	-5.78	\$113,674	\$1,706	\$1,363	\$116,743	\$6,988
Bradd	Hallman			112-00-2416		100	100	0	0.00	\$113,674	\$1,706	\$0	\$115,380	\$4,607
Dellaha	Apple			112-00-2636		81	99	18	-29.38	\$78,698	\$1,181	\$4,107	\$83,986	\$16,199
Cass	Higgs			112-00-2556		82	99	17	-28.55	\$79,624	\$1,195	\$3,167	\$83,986	\$14,779
Malandra	Wein			112-00-3476		96	96	0	-0.68	\$104,281	\$1,565	\$230	\$106,076	\$2,109
Iverson	John			653-63-1132		98	96	-2	3.72	\$108,907	\$1,634	\$0	\$110,541	\$1,300
Jody	Toulmin			112-00-3156		86	95	9	-15.70	\$86,778	\$1,302	\$6,192	\$94,272	\$2,630
Yeakley	Yolanda			812-93-9023		87	95	8	-14.95	\$87,550	\$1,104	\$0	\$88,654	\$2,578
Curtiss	Dan			321-47-9047		89	95	6	-10.90	\$91,711	\$1,376	\$3,607	\$96,694	\$2,128
Evans	Francis			256-90-9045		92	95	3	-5.34	\$97,443	\$1,462	\$1,765	\$100,670	\$917
Joanne	Jowers			112-00-3136		86	93	7	-12.79	\$86,282	\$1,295	\$5,064	\$92,641	\$1,374
Audrea	Ike			112-00-2336		86	91	5	-8.98	\$86,540	\$1,299	\$2,744	\$90,583	\$1,079
Honey	Overholt			112-00-3016		73	90	17	-27.94	\$67,166	\$1,008	\$9,870	\$78,044	\$2,239
Dione	Hoffhants			112-00-2656		82	90	8	-14.95	\$79,274	\$1,190	\$3,522	\$83,986	\$3,386
Elsie	Rockwell			112-00-2776		82	90	8	-14.58	\$79,624	\$1,195	\$3,167	\$83,986	\$3,605
Tessie	Courtney			112-00-3976		84	90	6	-10.46	\$83,467	\$1,253	\$3,131	\$87,851	\$1,149

Contents Parameters **Data** NH NJ NK Matrix Rails Delta Stats Delta Plot Cur OCS Inf OCS New OCS Tables

# Setting Base Pay Increases and Awards



# Setting Base Pay Increases and Awards

Microsoft Excel - CCASv5.7.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

MS Sans Serif 10

100%

Import Export

A7

**Contribution-based Compensation and Appraisal**

Cycle: 2004

*The purpose of this spreadsheet is to record appraisal scores and set basic pay rates and contribution-based financial awards.*

**Data/Spreadsheet Download** -- Download the data file from the website, then click on Import to load the file into this spreadsheet.

**Appraisal Score Entry** -- Once the file has been loaded, assign categorical and final scores for each factor, and view reports and graphs.

**Score Normalization** -- Compare score distributions to look for anomalies and scale differences. Run preliminary pay adjustment scenarios. Set CRI and CA parameters and assign pay outs to employees.

**Data Maintenance** -- All additions, deletions, and modifications must be done in the central database. All columns except for data entry and "wild-card" are locked. To preserve your work, export the data from this spreadsheet and upload to the central database before changing any information in the database.

**Final "G" Setting** -- This spreadsheet comes with a best estimate of "G." Once you have been notified that "G" is set, make a final round trip to CAS2Net. The final "G" value and related parameters will be included in the download of your payroll data.

**Final Compensation Setting** -- After the final round trip to update "G", finalize the pay adjustments and awards for your payroll.

**Data Upload** -- Use Export to create a file for uploading the results from your pay pool to the central database on the website.

**Generate Part 1's** -- First use the filters to select employees; sort data by preferred order; then click on the Generate Part 1 to generate Part 1 of the Appraisal Form for each selected employee.

**Paypool Data**

[Import](#) [View](#) [Export](#)

Last Import: 8/3/2004 (1:47:58 PM)(CDT)  
Last Export: 8/3/2004 (2:09:16 PM)(CDT)

**Parameters**

[Set CRI and](#)

**Summary Reports**

[Rails Report](#) [Career Path](#) [Summary Statistics of Delta OCS](#) [Distribution of Delta OCS](#)

**Scatter-plots of OCS Score by Salary**

[Current Pay & 2004 SPL](#) [Inferred](#) [New Pay & 2005 SPL](#)

**Part 1 of Appraisal Forms**

[Open Existing Evaluation](#)

Generate Part 1 of Appraisal Form for selected individuals by sort order  
Use the filters to select individuals then sort data by preferred order

**When you are finished, export a file and upload it to CAS2Net**

Contents Parameters Data NH NJ NK Matrix Rails Delta Stats Delta Plot Cur OCS Inf OCS New OCS Tables

Ready



# Setting Base Pay Increases and Awards

CAS2Net - Microsoft Internet Explorer provided by SRA International

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News RSS Feeds

Address [https://acqdemoii.army.mil/pls/acqtest2/acqtest2.main\\_menu.startup](https://acqdemoii.army.mil/pls/acqtest2/acqtest2.main_menu.startup) Go Links

Acq Demo

[Appraisal Status and Lock](#)  
View and lock employee appraisals

[Reports](#)  
View or print reports in PDF format

[Data](#)

[Maintenance](#)  
Maintain employee data

[Issues Tracking](#)  
Problem reports and change requests entry and tracking

[Password Maintenance](#)  
Change your password

[Offline Interface](#)

[Paypool Notices](#)  
Important information for your paypool

[Logout](#)

Exit CAS2Net

**Contribution-based Compensation and Appraisal System Software**

**CAS2Net**

**Offline Interface**

Download Employee Data  
Last completed download (Eastern Time): 05-AUG-2004 02:59:20 PM

Upload Employee Data  
Last completed upload (Eastern Time): 03-AUG-2004 03:08:48 PM

**Certify Final Upload**  
Upload Status: Not Final

**Do not certify your upload as being FINAL until it comes from a CCAS spreadsheet with the final GPI value in it, and you are sure that all scores and pay adjustments are final**

Done Local intranet

- After the Pay Pool Panel Meeting
  - What records should be kept
  - What should be given to employees and when
  - Other cycle close-out activities

## You are finished when ...

- All data discrepancies have been reconciled
- All employees have scores that have been reviewed and approved by the Pay Pool Manager
- You have downloaded the final CCAS spreadsheet with the official 2005 GPI and Locality Rates from Pay Pool Notices
- You have imported your data into the spreadsheet and the Pay Pool Manager has reviewed and approved all pay adjustments and awards
- You have exported a file from the spreadsheet, uploaded it to CAS2Net, and certified it as your final upload

**This must all be done by 5 Jan 2005!**

# What do I do next?

- Print and distribute Parts I and II of the appraisal forms so supervisors can provide feedback to employees
  - Some pay pools also provide contribution feedback once scores are approved, but before compensation is final
- Notify supervisors of employees requiring mandatory CIPs
- Work with servicing CPO to give awards to employees with unsat adjective ratings (if any)
- Provide an overview of the process and results to your workforce at Commander's Call or All-Hands
  - Scatter plots, average OCS and delta OCS, average and extreme pay increases and awards, etc.

Next  
Slides



# Printing Part II<sup>s</sup>

CAS2Net - Microsoft Internet Explorer provided by SRA International

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Media Print Mail News RSS Feeds

Address [https://acqdemoii.army.mil/pls/acqtest2/acqtest2.main\\_menu.startup](https://acqdemoii.army.mil/pls/acqtest2/acqtest2.main_menu.startup) Go Links »

Acq Demo

[Appraisal Status and Lock](#)  
View and lock employee appraisals

[Reports](#)  
View or print reports in PDF format

[Data](#)

[Maintenance](#)  
Maintain employee data

[Issues Tracking](#)  
Problem reports and change requests entry and tracking

[Password Maintenance](#)  
Change your password

[Offline Interface](#)  
Offline Interface

[Paypool Notices](#)  
Important information for your paypool

[Logout](#)  
Exit CAS2Net

**CAS<sup>2</sup>Net Reports**

Reports List
<a href="#">Appraisal Form Part II By Employee</a>
<a href="#">Appraisal Form Part II By Supervisor</a>
<a href="#">Download Employee Data</a>
<a href="#">Employee Roster</a>
<a href="#">Post-Cycle Activity Report</a>
<a href="#">Supervisor Roster by Employee</a>
<a href="#">Supervisor Roster by Supervisor</a>
<a href="#">Zone A/CIP Report</a>

**If Part II<sup>s</sup> were created on-line by your supervisors, they can be generated and printed either individually or by supervisor from CAS2Net. If they were done off-line (Word template), each supervisor will have to print his or her own.**

Done Local intranet

# Generating/Printing Part I<sup>s</sup>

Microsoft Excel - CCASv5.8.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

100% Arial 8 B I U

Reply with Changes... End Review...

Import Export Hide Unhide Unhide All Hide Unhide Unhide All Clear All Filters Sort

Validate Clear Circles Highlight

R1

1 [Return to Main Menu](#) [Edit Parameters](#)

2

3

4 Goto

5 [Scores](#) [GPI](#)

6 [CRI Awards](#)

7 Blue arrows indicate

8 fields set to filter the data

9

44 Donaldson Dennis 591-32-3941 AMCLH AMCLHACB 0 0 NK 2 0318 \$34,392 41 39 1-Feb-99 0

51 Evans Erin 415-90-3175 AMCLH AMCLHACB 0 0 NH 3 0830 \$70,962 41 75 1-Feb-99 0

54 Farnsworth Fred 301-28-7422 AMCLH AMCLHACB 0 0 NH 2 0830 \$56,173 41 64 1-Feb-99 0

64 Grimes Garth 222-61-5297 AMCLH AMCLHACB 0 0 NH 2 0850 \$55,027 41 64 1-Feb-99 0

118 Quarles Richard 256-69-2953 AMCLH AMCLHACB 2 1 NH 3 0830 \$90,000 41 73 1-Feb-99 0

150

151 Open Rows

152 Enter an X in this row to hide columns

153

154

155

156

157

158 Career Path

159 NH Business Mgmt & Technical Mgmt Professional

160 NJ Technical Management Support

161 NK Administrative Support

Contents Parameters Data NH NJ NK Matrix Rails Delta Stats Delta Plot Cur OCS Inf OCS New OCS Tables

Ready

First, sort and filter the main data tab to select and order the Part I<sup>s</sup> you want to generate

in formula bar.



# Generating/Printing Part I<sup>s</sup>

Microsoft Excel - CCASv5.8.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

100% Arial 10 B I U

Reply with Changes... End Review...

Import Export Hide Unhide Unhide All Hide Unhide Unhide All Clear All Filters Sort

Validate Clear Circles Highlight

AB162

	A	B	C	D	E	V	X	Y	Z	AA	AB	
1	<a href="#">Return to Main Menu</a>											
2	<a href="#">Edit Parameters</a>											
3												
4	Goto											
5	<a href="#">Scores GPI</a>											
6	<a href="#">CRI Awards</a>											
7	Blue arrows indicate											
8	fields set to filter the data											
9	Last Name	First Name	Middle Initial	Suffix	SSN	Pay Pool Manager Name	Part 1: 1st Signature	Part 1: 2nd Signature	Part 1: Remarks	Set Scores		
44	Donaldson	Dennis			591-32-3941	Bob Arnold						
51	Evans	Erin			415-90-3175	Bob Arnold						
54	Farnsworth	Fred			301-28-7422	Bob Arnold						
64	Grimes	Garth			222-61-5297	Bob Arnold						
118	Quarles	Richard			256-69-2953	Bob Arnold	Robert Rue, Divisi	Dan Leighton, Bra	Here is where you would put any special remarks			
150												
151	Open Rows											
152	Enter an X in this row to hide columns											
153												
154												
155												
156												
157												
158	Career Path											
159	NH Business Mgmt & Technical Mgmt Professional											
160	NJ Technical Management Support											
161	NK Administrative Support											
162												

Then enter the names, titles and any remarks you want to appear on the Part I

Contents Parameters **Data** NH NJ NK Matrix Rails Delta Stats Delta Plot Cur OCS Inf OCS New OCS Tables

# Generating/Printing Part I<sup>s</sup>

**Contribution-based Compensation and Appraisal**

Cycle: 2004

*The purpose of this spreadsheet is to record appraisal scores and set basic*

then click on Import to load the file into this spreadsheet.

**Appraisal Score Entry** -- Once the file has been loaded, assign categorical

**Import**

**Set Cl**

**many Rep**

**Rails I**

**Caree**

**Summ**

**Distri**

**Print Options**

Date for pay pool managers signature: 10-Sep-2005

☒ Print Page 2 (Scores)

Page 2 Options

☒ Factor Scores

☒ Delta OCS

☒ Relative Score

☒ Bigger Plot

OK Cancel

Scatter-plots of OCS Score by Salary

[Current Pay & 2004 SPL](#) [Inferred](#) [New Pay & 2005 SPL](#)

**Part 1 of Appraisal Forms**

[Open Existing Evaluation](#)

Generate Part 1 of Appraisal Form for selected individuals by sort order  
Use the filters to select individuals then sort data by preferred order

[Generate Part 1 of Appraisal Forms](#)

spreadsheet and upload to the central database before changing any information in the database.

**Final "G" Setting** -- This spreadsheet comes with a best estimate of "G." Once you have been notified that "G" is set, make a final round trip to CAS2Net. The final "G" value and related parameters will be included in the download of your payroll data.

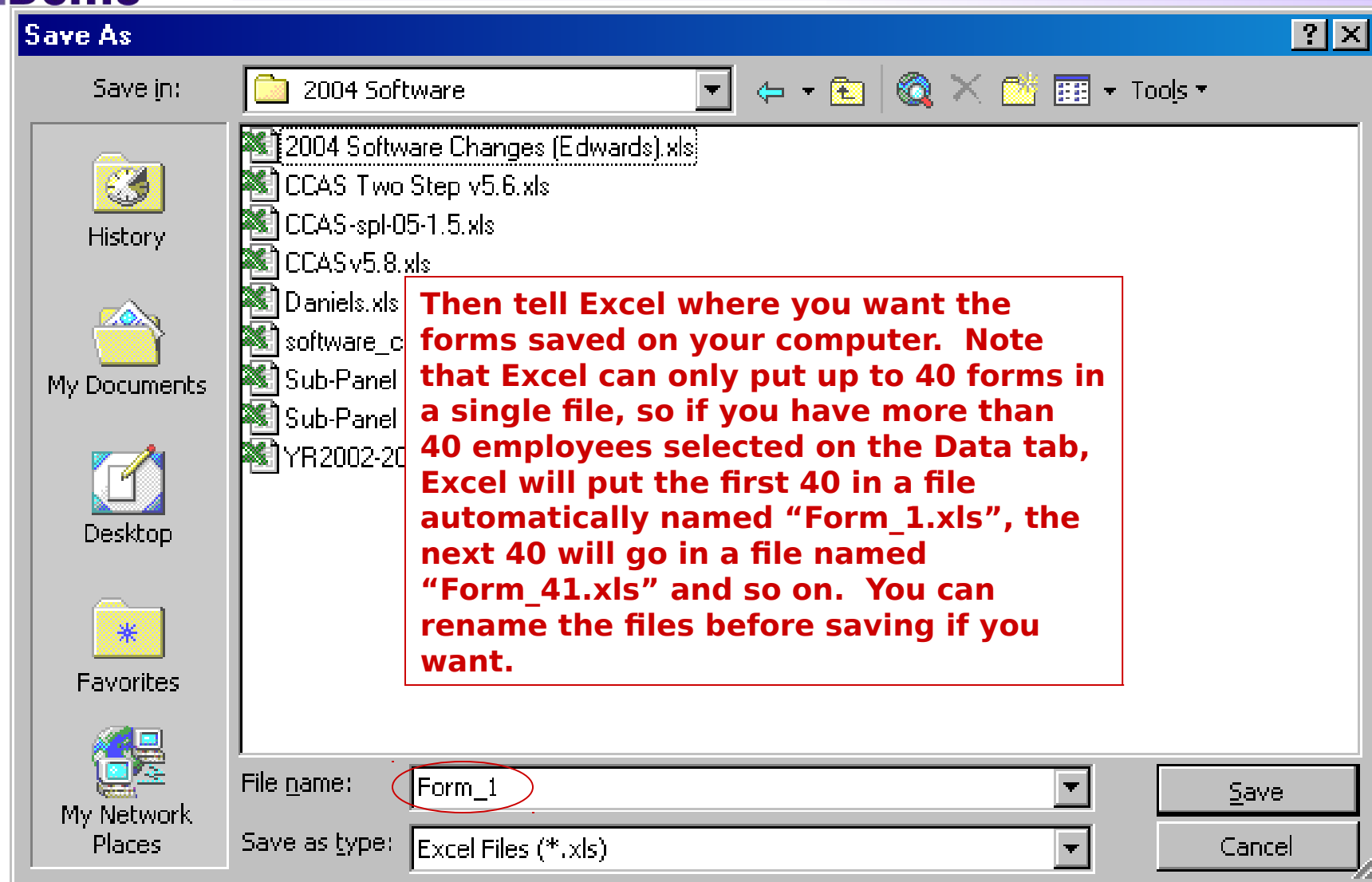
**Final Compensation Setting** -- After the final round trip to update "G", finalize the pay adjustments and awards for your payroll.

**Data Upload** -- Use Export to create a file for uploading the results from your pay pool to the central database on the website.

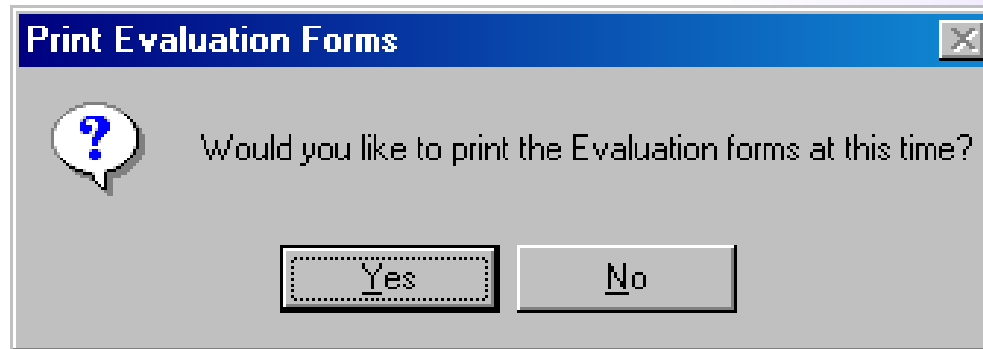
**Generate Part 1's** -- First use the filters to select employees; sort data by preferred order; then click on the Generate Part I to generate Part I of the Appraisal Form for each selected employee.

Contents Parameters Data NH NJ NK Matrix Rails Delta Stats Delta Plot Cur OCS Inf OCS New OCS Tables

# Generating/Printing Part I<sup>s</sup>



# Generating/Printing Part I<sup>s</sup>



**You will then be asked if you want to print the forms immediately - "Yes" will print them, "No" will just open the file for viewing**

# Generating/Printing Part I<sup>s</sup>

The screenshot shows a Microsoft Excel spreadsheet titled "Form\_1.xls". The spreadsheet has a single tab named "Contents". In cell A1, the text "Appraisal Forms for" is entered. In cells B3 through B7, a list of employees is provided, each followed by a number and a phone number in columns C and D. A red arrow points from the "Contents" tab in the bottom-left corner to the list of employees. A red callout box with a red border contains the following text:

**You are now in a new Excel spreadsheet.  
The Contents tab lists the employees  
and indicates which tab their Part I is  
located on**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	Appraisal Forms for														
2															
3		1	Dennis Donaldson	591-32-3941											
4		2	Erin Evans	415-90-3175											
5		3	Fred Farnsworth	301-28-7422											
6		4	Garth Grimes	222-61-5297											
7		5	Richard Quarles	256-69-2953											
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35															

At the bottom of the spreadsheet, the "Contents" tab is selected and circled in red. The other tabs visible are "Form (5)", "Form (4)", "Form (3)", "Form (2)", and "Form".

# Generating/Printing Part I<sup>s</sup>

Microsoft Excel - Form\_1.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

100% Arial 10 B I U

Reply with Changes... End Review...

S1

Part I: CCAS Salary Appraisal Form

<b>Name:</b> Richard Quarles	<b>Series:</b> 0830	<b>Appraisal Period:</b>
<b>SSAN:</b> 256-69-2953	<b>Broadband Level:</b> III	From: 1-Oct-03
<b>Organization:</b> AMC/LHACB	<b>Retained Pay:</b> Yes	To: 30-Sep-04
<b>Career Path:</b> NH	<b>Presumptive:</b> Due to circumstances (SPL for OCS)	

Discuss evaluation with employee and obtain signature confirming discussion. Signature of employee does not constitute agreement with CCAS appraisal.

10-Jan-05

**Bob Arnold, Pay Pool Manager** **Date**

**Robert Rue, Division Chief** **Date**

**Dan Leighton, Branch Chief** **Date**

**Employee Signature** **Date**

**Appraisal Detail**

Overall Contribution Score	88	Upper Rail OCS	84
Next Year's Expected SPL OCS	88	SPL OCS	88
		Lower Rail OCS	92

**Employee Contribution Pay Comparison Chart**

The graph plots the Employee Appraisal relative to the standard pay line (SPL) and rails. The top and bottom lines are the **Upper and Lower Rails**. The middle line is the **SPL**. The point is the **Employee Appraisal**.

**Compensation Detail**

\$90,000	Current Rate of Base Pay	
+ \$ 1,104	G Increase	1.2%
+ \$ -	CRI Increase	0.00%
= \$91,104	<b>New Rate of Basic Pay</b>	
+ \$16,918	Locality Pay	@ 18.57%
= \$108,022	<b>New Total Salary</b>	
\$ 434	Contribution Award	

**Remarks**

Here is where you would put any special remarks

Contents **Form (5)** Form (4) Form (3) Form (2) Form

The first page is standard for everyone

More





# Generating/Printing Part I<sup>s</sup>

Microsoft Excel - Form\_1.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

Reply with Changes... End Review...

S1

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
17	Next Year's Expected SPL OCS					88	SPL OCS					88							
18							Lower Rail OCS					92							
19	<b>Employee Contribution Pay Comparison Chart</b>																		
20	The graph plots the Employee Appraisal relative to the standard pay line (SPL) and rails. The top and bottom lines are the <b>Upper and Lower Rails</b> . The middle line is the <b>SPL</b> . The point is the <b>Employee Appraisal</b> .																		
21																			
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35																			
36																			
37																			
38																			
39																			
40																			
41	Privacy Act Statement (552a of 5 U.S.C.)																		
42	1. AUTHORITY: Section III.D, Federal Register Notice dated January 8, 1999.																		
43	2. PURPOSE: This form summarizes the annual evaluation of an employee's contribution through CCAS assessment.																		
44	3. ROUTINE USE: This form is a computer-generated form that is produced for each employee and contains the overall contribution score and space for the signature of the PPM, the supervisor, and the employee. The original of this form will be maintained in accordance with agency procedures.																		
45	4. DISCLOSURE: Failure to verify the SSN may result in a delayed or erroneous processing of the individual's CCAS and applicable payouts. The information contained within this form is personal in nature and is restricted to those with appropriate permissions. Information collected on this form may be used for statistical and impact analysis.																		
46																			
47																			
48																			
49																			
50																			
51																			

2004 Base Salary

Overall Contribution Score

Compensation Detail

\$90,000	Current Rate of Base Pay	
+ \$ 1,104	G Increase	1.2%
+ \$ -	CRI Increase	0.00%
=	<b>\$91,104</b>	<b>New Rate of Basic Pay</b>
+ \$16,918	Locality Pay	@ 18.57%
=	<b>\$108,022</b>	<b>New Total Salary</b>
\$ 434	Contribution Award	

Remarks

Here is where you would put any special remarks

Contents **Form (5)** Form (4) Form (3) Form (2) Form

The cells on Part I are NOT protected and can be edited.

More



# Generating/Printing Part I<sup>s</sup>

Microsoft Excel - Form\_1.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

100% Arial 10 B I U

Reply with Changes... End Review...

S1

Part I: CCAS Salary Appraisal Form Page 2

<b>Name:</b>	Richard Quarles	<b>Series:</b>	0830	<b>Appraisal Period:</b>	
<b>SSAN:</b>	256-69-2953	<b>Broadband Level:</b>	III	<b>From:</b>	1-Oct-03
<b>Organization:</b>	AMC/LHACB	<b>Retained Pay:</b>	Yes	<b>To:</b>	30-Sep-04
<b>Career Path:</b>	NH	<b>Presumptive:</b>	Due to circumstances (SPL for OCS)		

Factor	Category Score	Final Score
Problem Solving		
Teamwork		
Customer Relations		
Leadership		
Communications		
Resource Management		
OCS		88
Delta OCS	0	
Relative Score	0.00	

2004 Base Salary

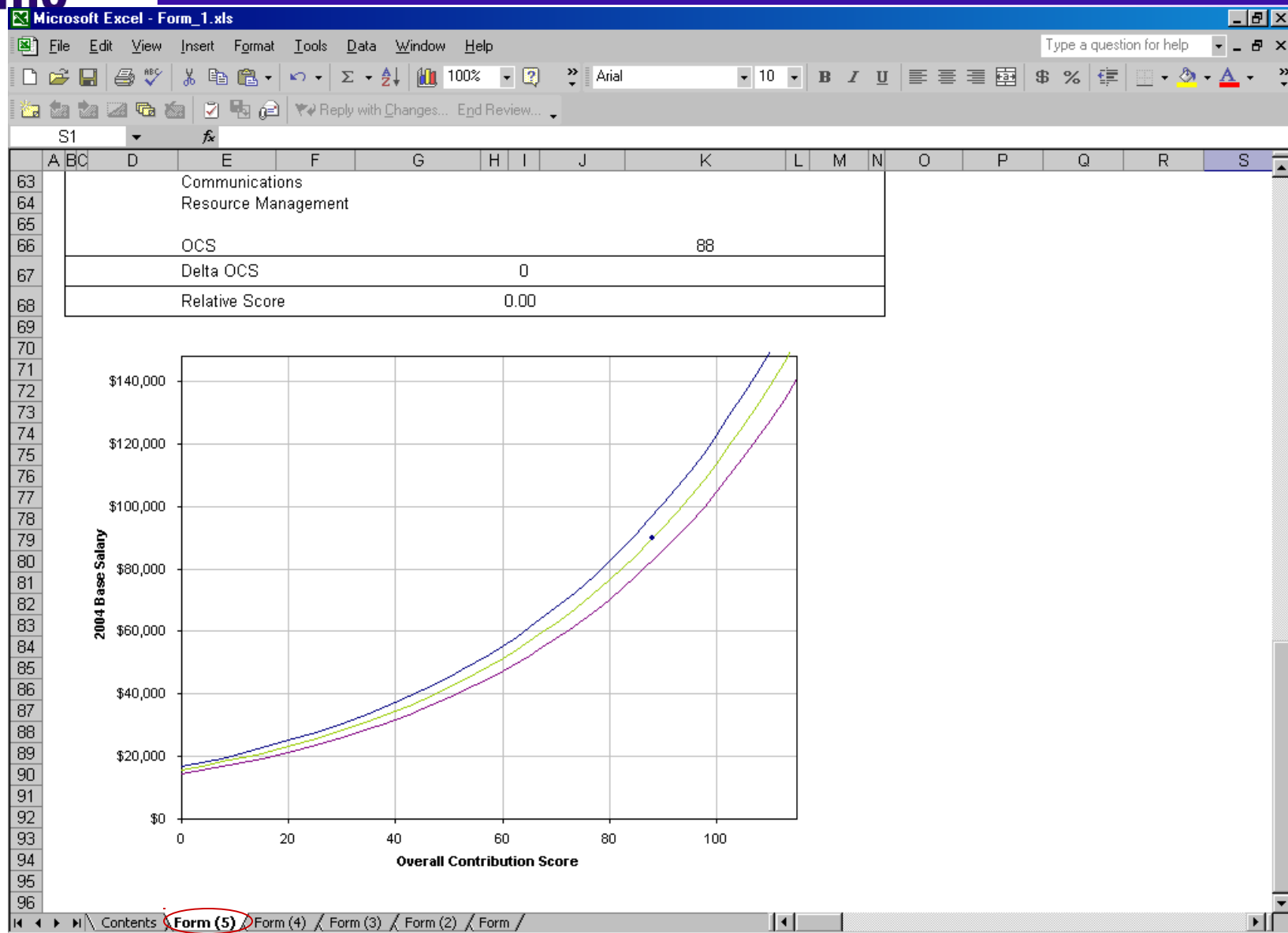
Form (5)

The second page is optional and can be tailored

More



# Generating/Printing Part I<sup>s</sup>



## A Final Note

- Permanently archive your final CCAS spreadsheet from each CCAS cycle
  - To re-generate lost Part Is
  - To help answer questions
  - To generate revised Part Is resulting from grievances
  - As a reference for the next cycle
  - As a data source for analyses
- If you run into problems go to the following site for a list of helpdesk numbers to call  
<http://www.acq.osd.mil/acqdemo/ccas/help.html>

**Good Luck! See you next year!**